

# EMPLOYEE ANYTIME ACCESS GUIDE



In order to gain access to the portal, you will receive an invitation via email to access our employee portal **within 3-5 days of your hire date.**

If you have **NOT** received an email invitation from DecsionHR/Worklio, and were told to go to the website [employee.dhrlive.com](http://employee.dhrlive.com) to register, **DO NOT CLICK ON THE BLUE REGISTRATION LINK on this site!** You will receive an error. Contact your Human Resources Representative for assistance.

**Step 1: When you receive the email, click the blue box link that says employee portal to get started!**



## Employee Portal Invitation

Hello,

You have been invited to join the Employee Portal. It is where you will access all of the important information related to your job. Continue to the registration process in order to get full access.

[EMPLOYEE PORTAL](#)

If you have a question or concern, please contact Summer Clothing or your supervisor.

Thank you.

**Step 2: Once you click on the blue Employee Portal box in the email, this login screen will populate, asking you for your SSN.**



Welcome

Please set up your account

SSN Number

[NEXT](#)

### Step 3: Enter the password of your choosing and click Save.



#### Welcome

Please set up your account

First Name Jenna  
Last Name Lobestien  
Email Address megwa813@yahoo.com  
[Change Login](#)


Confirm Password



SAVE

### Step 4: Now you can log on and see your information. To access the portal in the future, remember to use the link <http://employee.dhrlive.com>

#### Your Last Paycheck




Pay Period  
12/28/2019 to 7/10/2020

[VIEW PAYSTUB](#)

[Payroll History](#) >

[Tax Setup](#) >



#### Tyra Banks

Residential Address  
19407 Belleterre Dr  
Redding, CA 96003


[Personal Information](#) >

[Contact Information](#) >


[Employment](#) >

#### Summer Clothing


[Helpful Links](#)




#### Benefits & Deductions



#### W-2 Forms



#### Time Off



#### Helpful Links