Registering in Employee Access

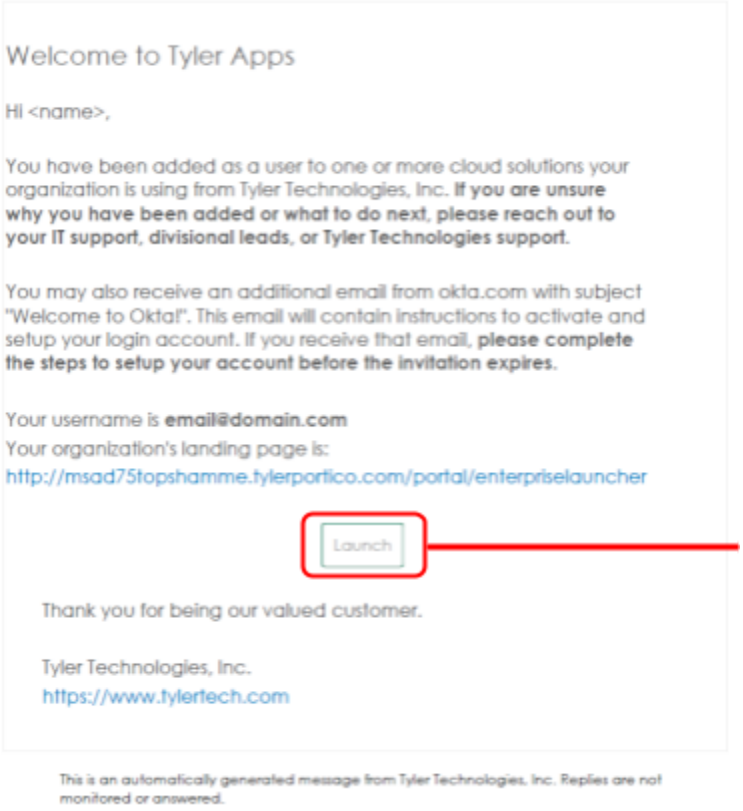
You will have access to:

● Recent Pay Statements ● Tax Documents ● Current Address Information ● Ability to submit available forms

1. You will receive an email link to register.

Welcome to Tyler Technologies!

From: Tyler Technologies, Inc. (noreply@tylerportico.com)



Welcome to Tyler Apps

Hi <name>,

You have been added as a user to one or more cloud solutions your organization is using from Tyler Technologies, Inc. **If you are unsure why you have been added or what to do next, please reach out to your IT support, divisional leads, or Tyler Technologies support.**

You may also receive an additional email from okta.com with subject "Welcome to Okta!". This email will contain instructions to activate and setup your login account. If you receive that email, **please complete the steps to setup your account before the invitation expires.**

Your username is **email@domain.com**

Your organization's landing page is:

http://msad75topshamme.tylerportico.com/portal/enterpriselauncher

Launch

Thank you for being our valued customer.

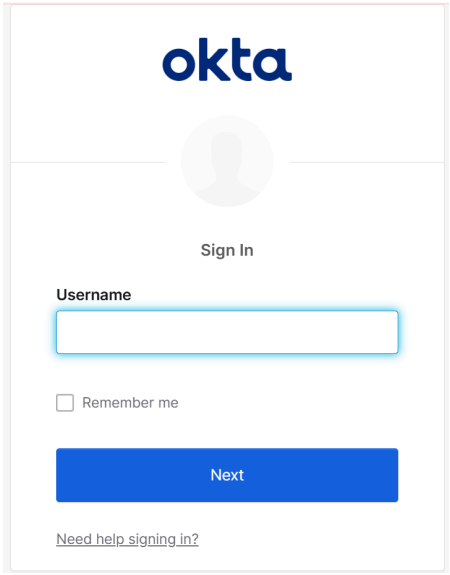
Tyler Technologies, Inc.

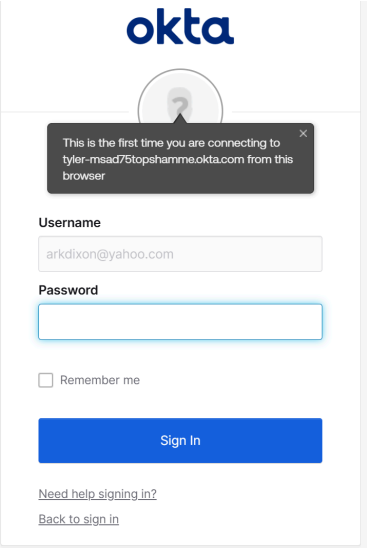
https://www.tylertech.com

This is an automatically generated message from Tyler Technologies, Inc. Replies are not monitored or answered.

2. Select Launch

3. Enter your email address and select Next.

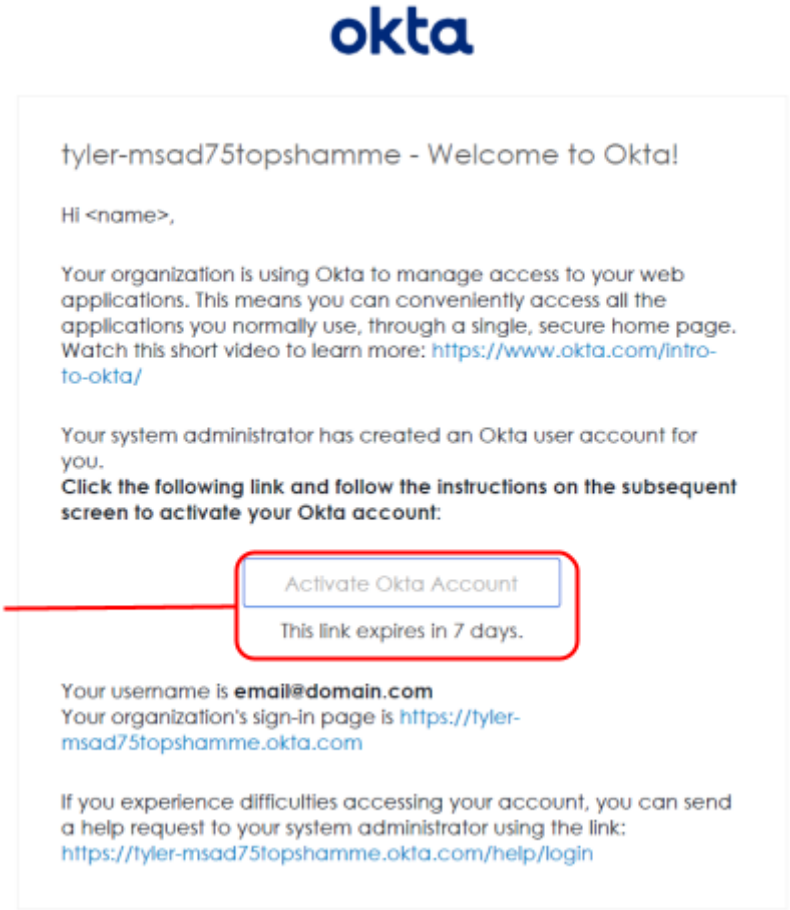




4. You may be navigated to this page, instead please go to your email.

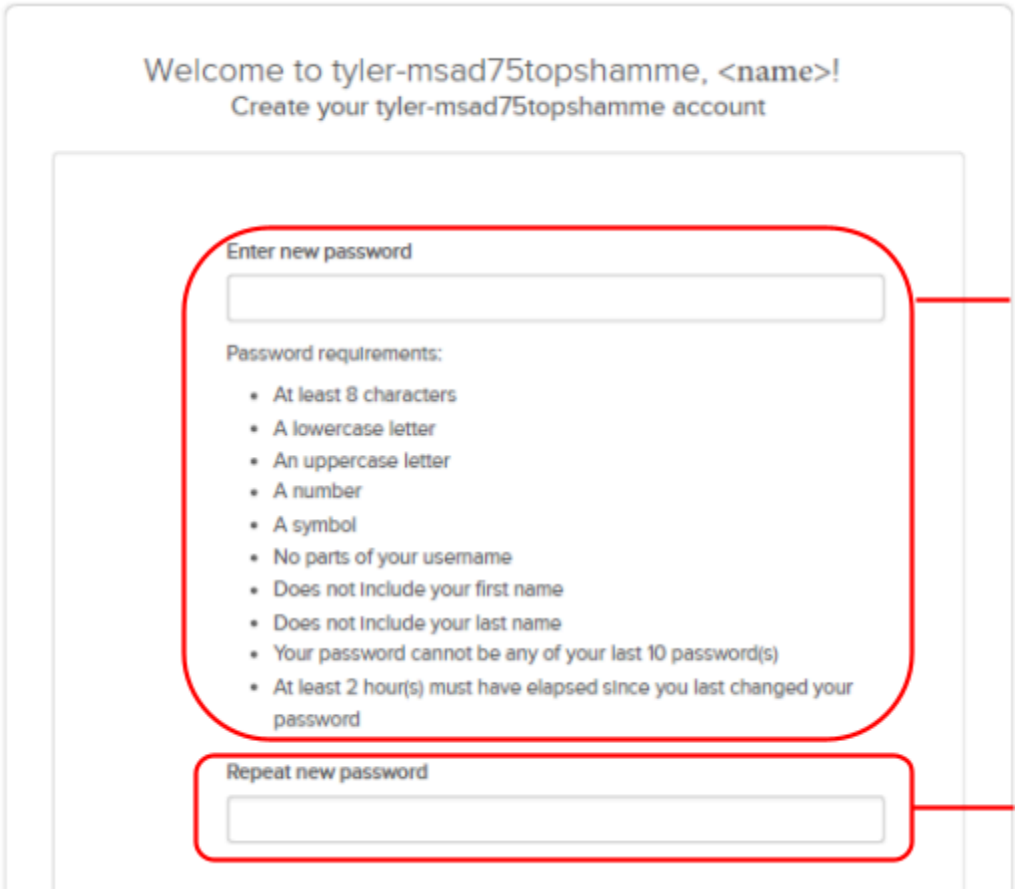
5. You should receive an email from Okta.

Welcome to Okta!
From: Okta (noreply@okta.com)



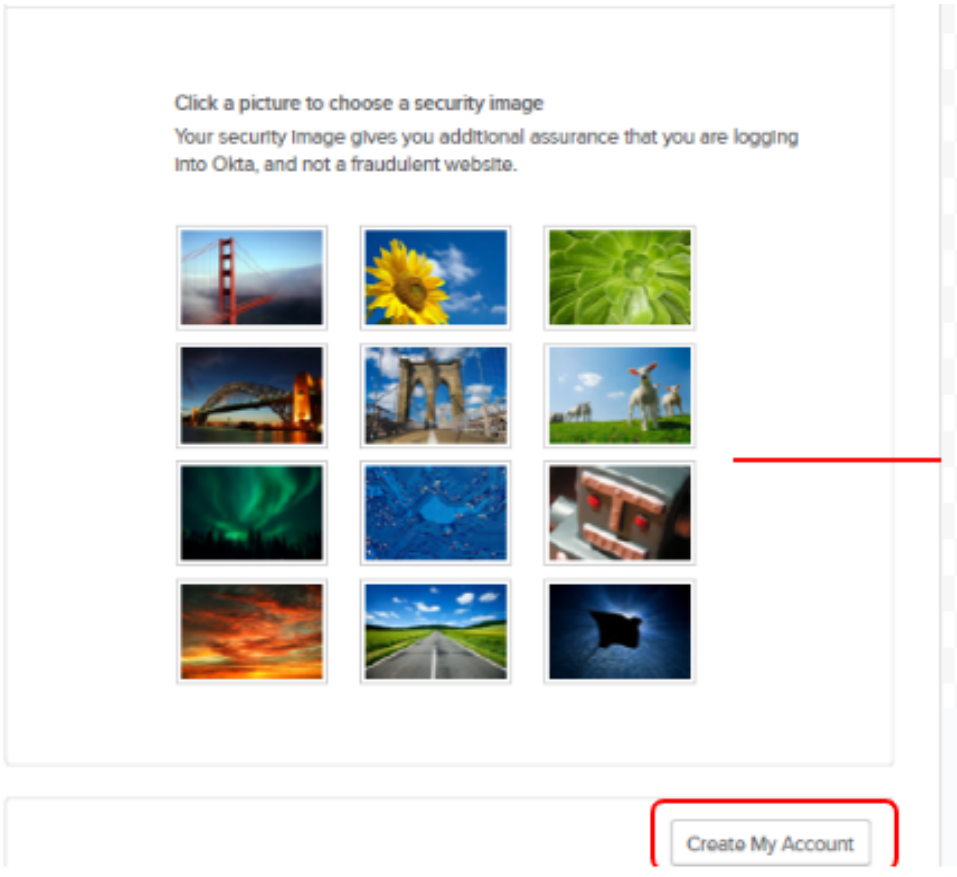
6. Select Activate Okta Account

7. You will then be navigated to this screen.



8. Enter a new password within the criteria listed.

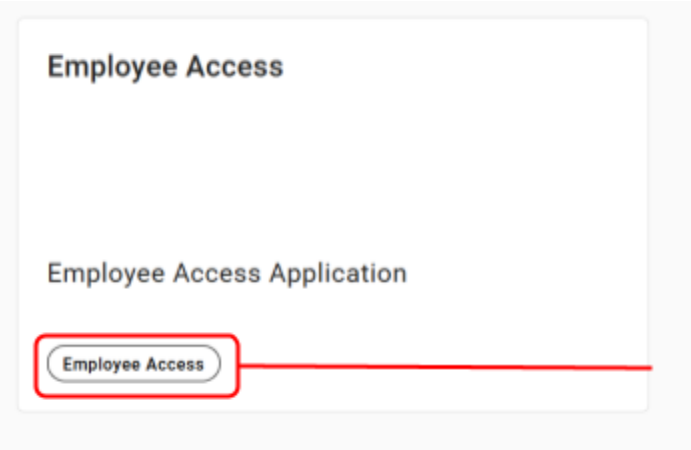
9. Repeat New Password



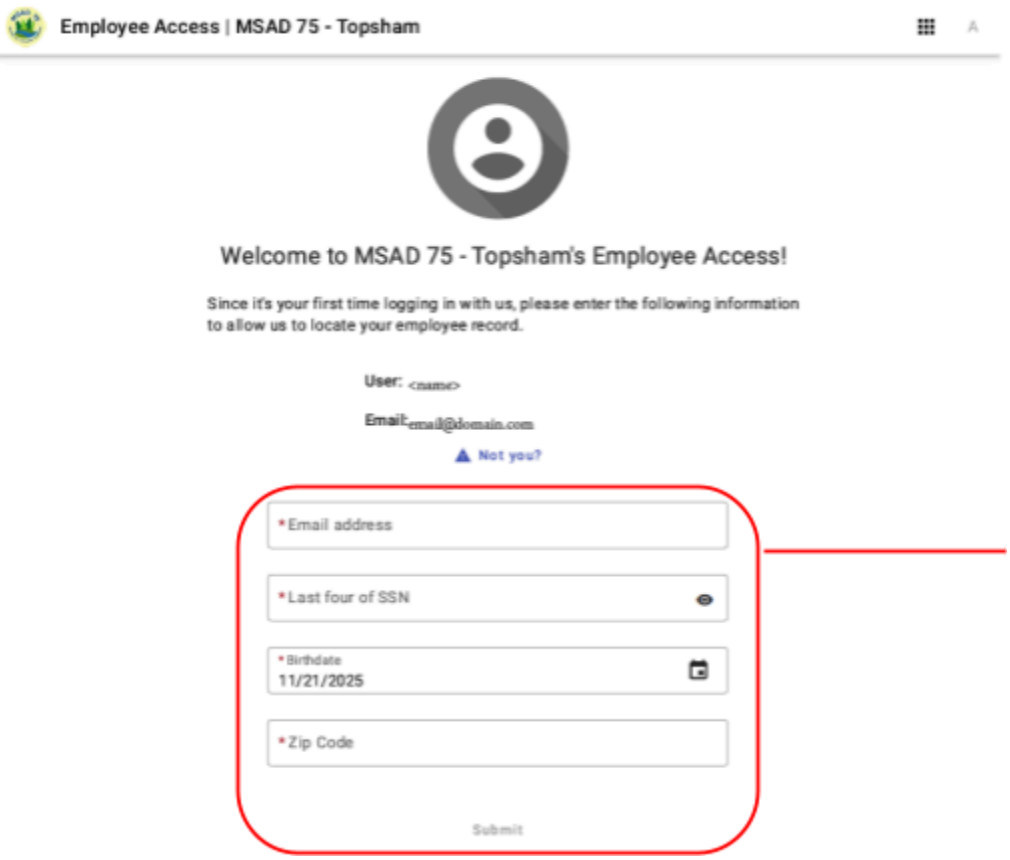
10. Select a security image.

11. Click Create My Account

You will be navigated to:



12. Select Employee Access

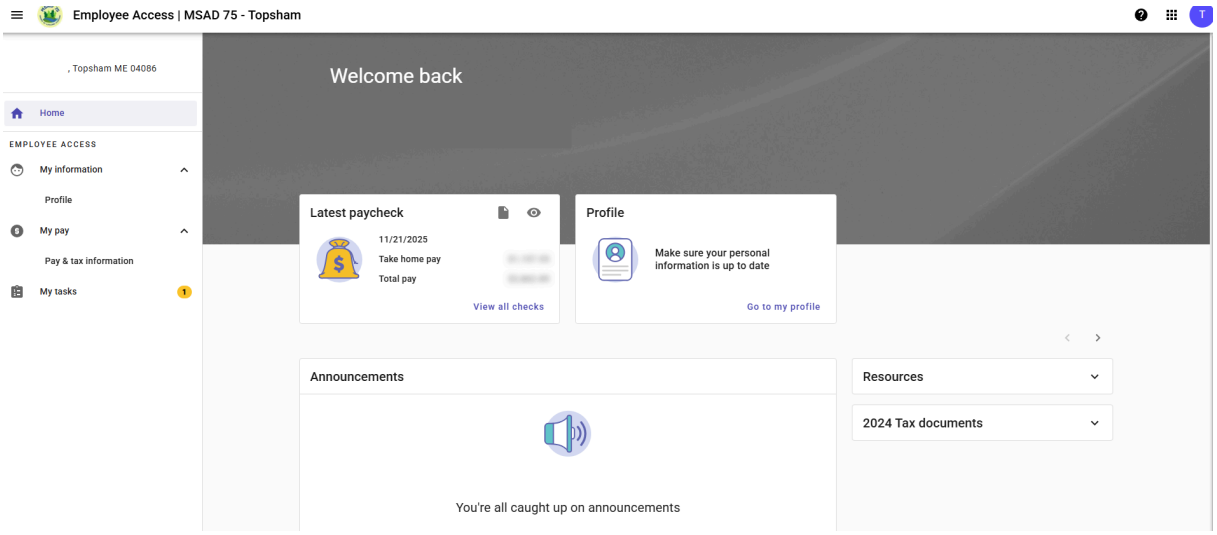


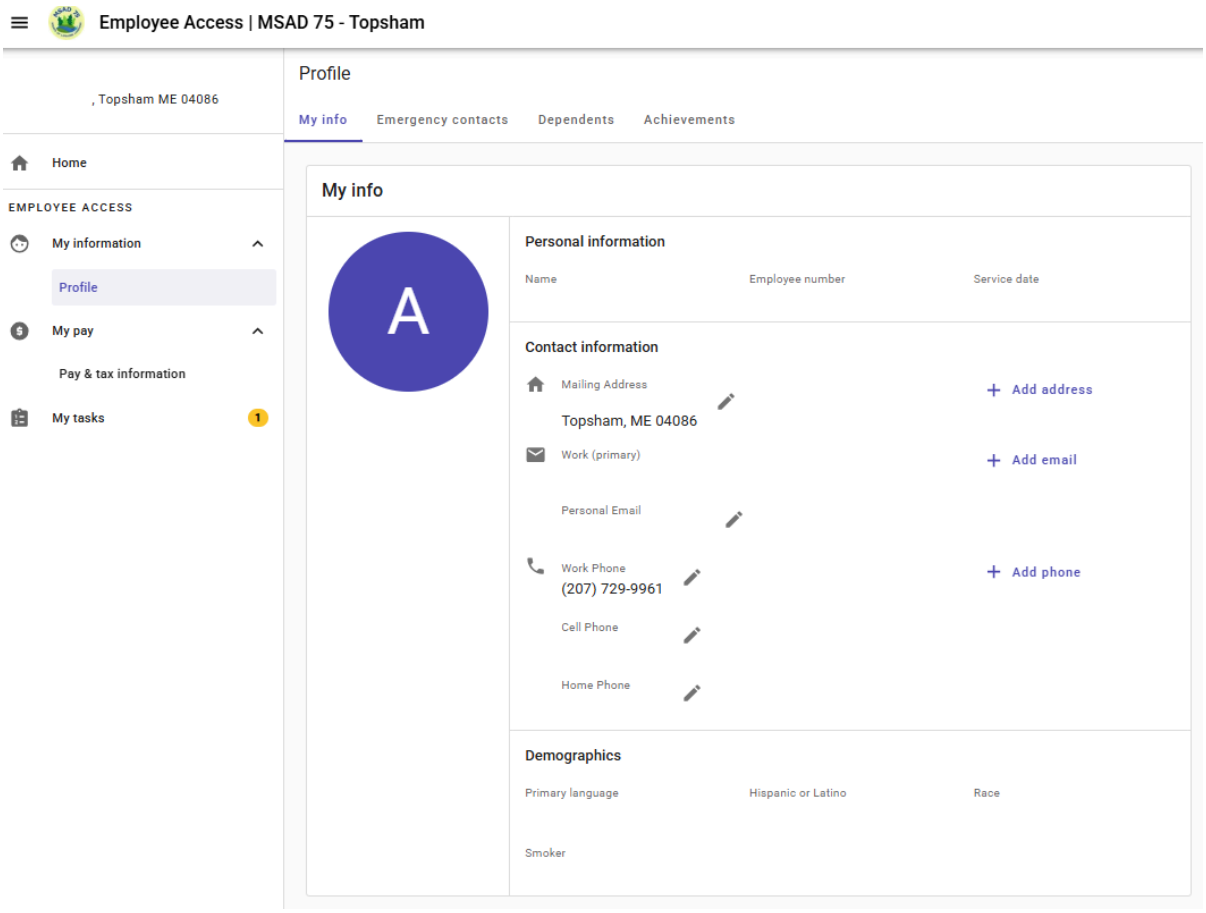
13. Enter your information here.

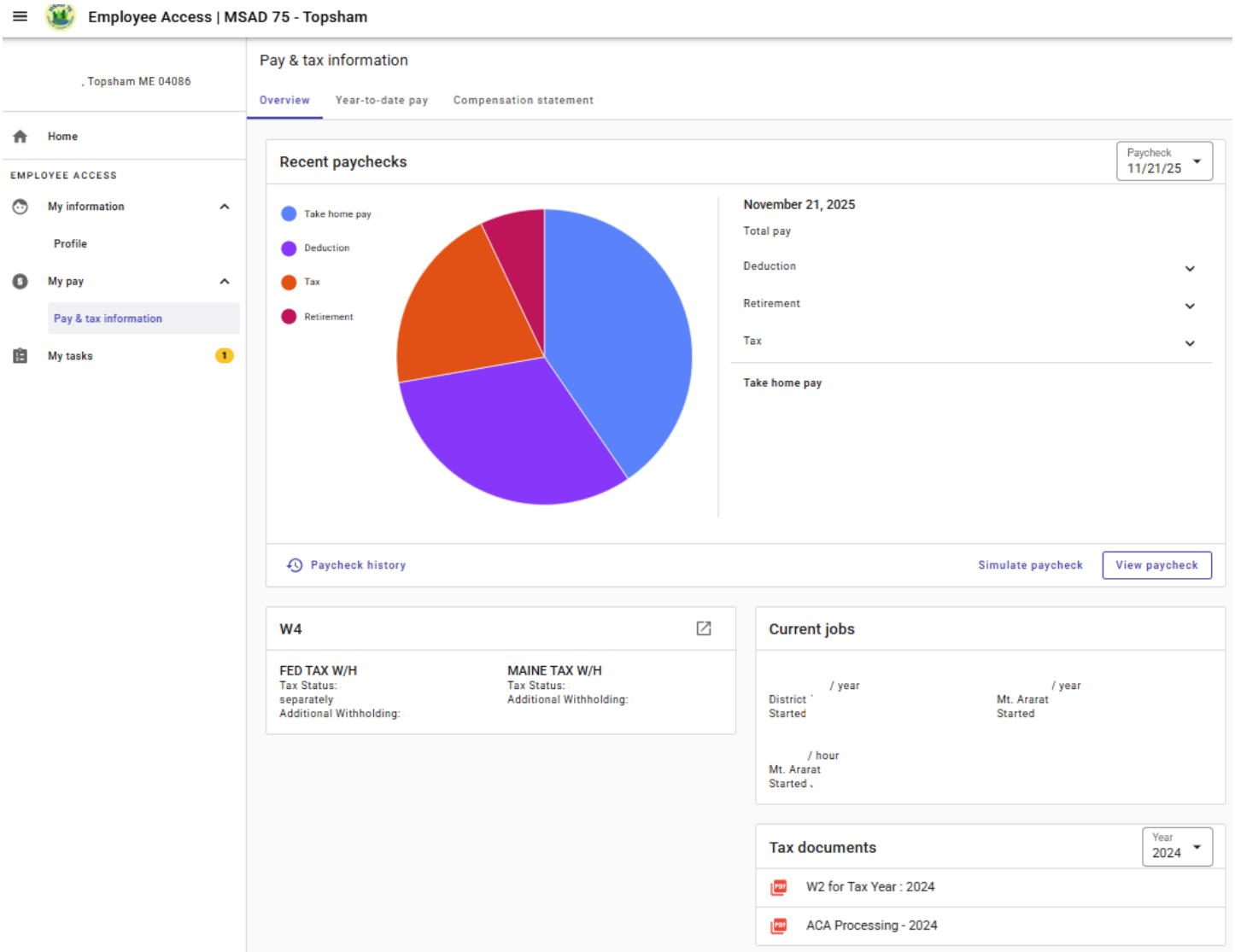
Note: be sure to update the Birthdate field. It defaults to today's date.

Zip Code should match what we have on file.

Employee Access Screenshots

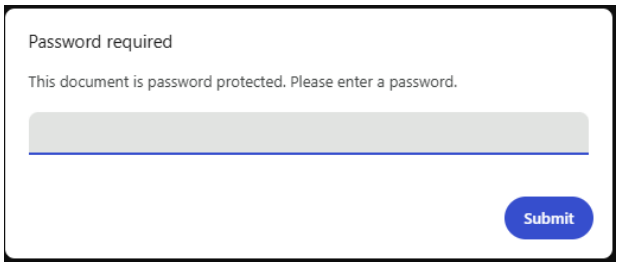






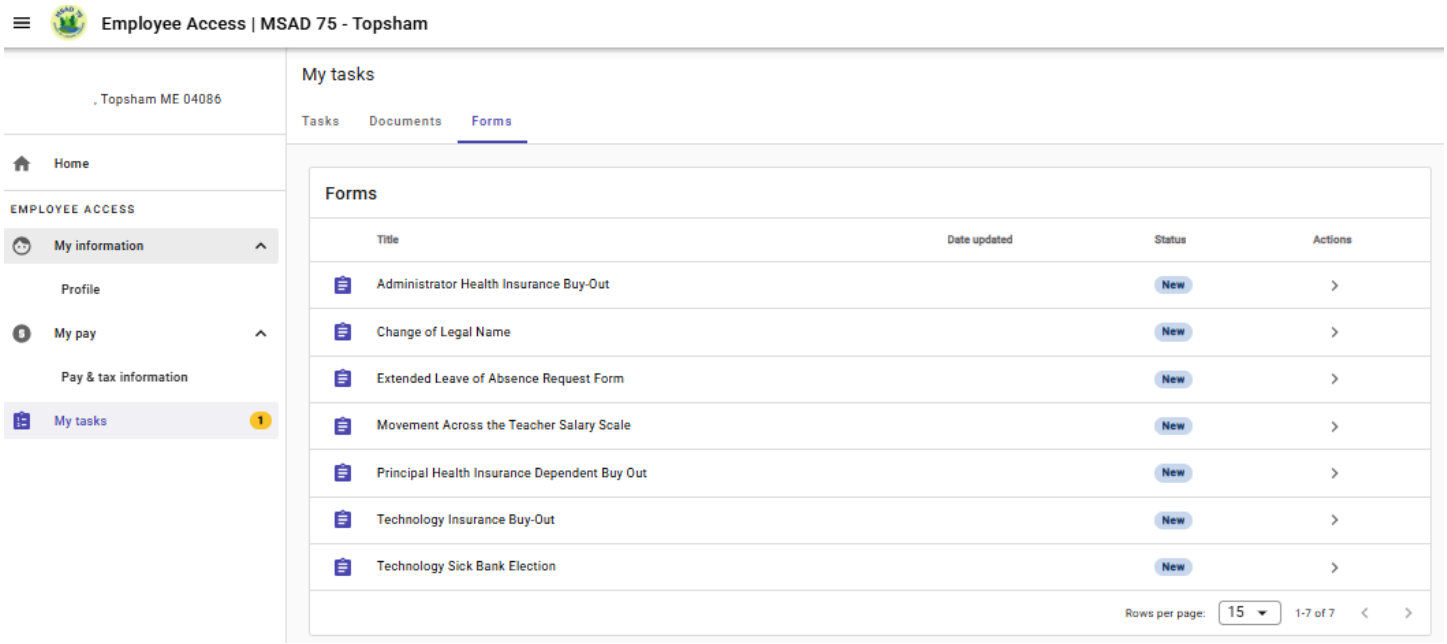
View/Print Pay Statements

On the overview page, go to the drop down menu in the upper right and select the check date.
Then click on View Paycheck (middle right).
The next screen asks for a **password, which is the last four digits of your Social Security number**.
You can print from the next screen. Repeat for as many pay statements as you need.



View/Print W2 Forms

From the Pay and Tax Information page, go to the bottom right of the Year box. Select the drop down arrow, then select the year you want to see or print. You can print from the next screen. Repeat for as many W2 forms as you need.



Still need assistance? Contact Andrea Temple: templea@link75.org.