

Employee Access (Citizen Portal) Registration Instructions

Employee Access (Citizen Portal) for previous employees providing access to:

- Recent Pay Statements
- Tax Documents
- Current Address Information

Please review the steps before beginning your registration to be sure you have all the necessary information available.

For the best user experience, use a computer, as the portal is not currently mobile compatible.

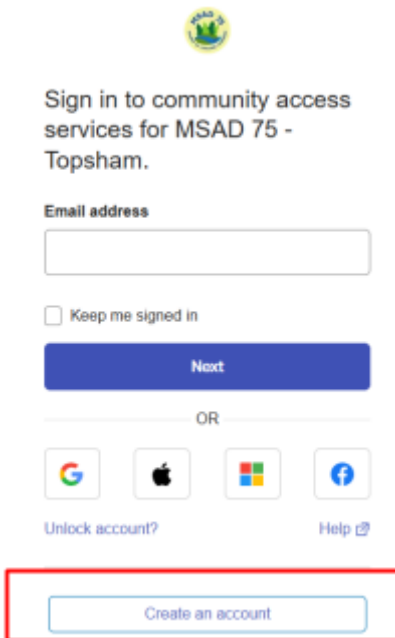
REGISTRATION

1. On the Portal webpage <https://msad75topsham.tylerportico.com/portal/launcher>
2. Select **Create an account**.

Welcome to MSAD 75 - Topsham

Create an account

3. Scroll down and select **create an account**.







Sign in to community access services for MSAD 75 - Topsham.

Email address

Keep me signed in

Next

OR

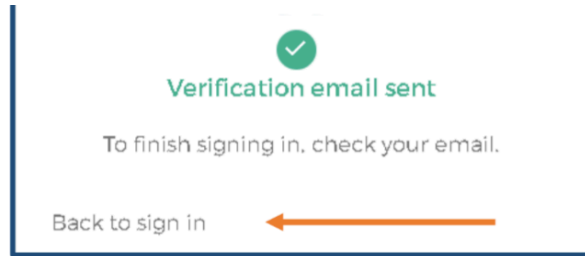
   

Unlock account? Help

Create an account

4. The Create Account page opens. Enter your email address and a unique password
5. Enter your **First** and **Last Name**
6. Select **Sign Up**. A verification email is sent.
7. Check your email and click **Activate Account** to verify that you are indeed setting up a new account in Employee access.

8. A Community Services login screen appears, showing Google, Apple, etc. icons. **DO NOT** enter your email and password here. Instead, on the **Verification Email Sent** popup, shown below, click **Back to Sign In** at the bottom of the email.



9. Clicking the Back to Sign In link opens a new Sign In popup, as shown below. Enter your **Email Address** and **Password**.

OR

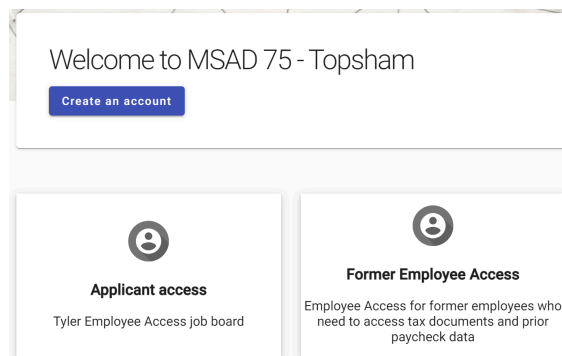
Email address

Password

Remember me

Sign in

10. Mark the **Remember Me** checkbox.
11. Click **Sign In**. The Dashboard opens.



12. Click the **Former Employee Access** tile.
13. To sync your profile enter the
- Last four digits of your Social Security number
 - Date of Birth
 - Home Zip Code
 - Mark the **I'm not a Robot** checkbox.
 - Click **Ok** to continue

Former Employee Access

Welcome to 's Former Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

Last four of SSN*

Birthday* 01/18/2024

Zip Code*

I'm not a robot

Submit

PRINT PAY STATEMENTS AND W2 FORMS

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.