

Birchwood Payroll^{Inc}

Leave Payday To The Pros

The Employee Portal - User Guide

The Employee Portal is a Web-based portal offering employees access to their payroll information (pay stubs and W2s) via the Internet. The Employee Portal can be used on tablets and mobile devices.

Note: When viewing the portal on a mobile device, only the 3 most recent pay stubs and most recent W2 are available.

Initial Login to the Employee Portal

** You will need the information from any recent pay stub to register to use the Employee Portal*

1. Open a web browser and go to <http://ee.BirchwoodPayroll.com>

Result: The Login screen opens to the Secure User Login tab.

Secure User Login New User Registration Forgot Password

Identify Yourself
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

2. Click on the "New User Registration" tab.

3. Complete all required information, first choosing your login name and temporary password, followed by the pay information that can be found on any recent pay stub. See Page 3 and Page 4 for examples of a regular check and a direct deposit check. Any recent pay stub will work. When complete, press the "Register Me" button.



Employee Portal

Secure User Login

New User Registration

Forgot Password

Setup Your Credentials

Enter credentials to use for validation.

Login Name

Password

* Must be at least 8 characters long and contain at least 1 Letter, 1 number and 1 symbol.

Confirm Password

Register Me

Provide Pay Information

Answers are found on your pay statement.

Company Code

SSN

Check Number

Current Total Earnings

For DIRECT Deposit, you must enter the MINUS in the check number i.e. "-99998376"

Result: The Settings screen opens, on which are Security Questions the user must set up for future login.

Settings

Change Password
Minimum length must not be less than 3 characters.

| | |
|--------------------------|------------------------------|
| New Password required | Confirm Password required |
|--------------------------|------------------------------|


Email Notifications
We'll send relevant emails to these addresses

| | |
|----------------------------------|------------------------------------|
| General Address General Email | Benefits Address Benefits Email |
|----------------------------------|------------------------------------|

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in

| | |
|-----------------------------------|----------------------|
| Question 1 - Select Question - | Answer 1 required |
| Question 2 - Select Question - | Answer 2 required |
| Question 3 - Select Question - | Answer 3 required |



4. Complete the required information on the Setting screen and then press the  button to save.

Birchwood Payroll Inc. Leave Payday To The Pros **CHRISTINA J. LLC** Home Menu Contact Settings Exit

| | | | |
|--|---|------------------|-------------------|
| Your Info | Pay | Resources | Time Off |
| CHRISTINA J. [REDACTED] 50 [REDACTED] FARM RD [REDACTED] NIP [REDACTED] chris@mallinator.com Emp# 8 Hired 10/07/2018 | Checks Gross 03/27/2020 01/31/2020 2020 W2 | | Type Balance |

Messages

5. Click **Pay** to view the information displayed in the Pay section on the Dashboard, which will include access to all past pay stubs as well as W2s for each year of employment. All pay stubs and W2s can be viewed directly in the portal and also saved as PDF files for saving or printing.

Hobment LLC
 140 Hard St
 Manchester, NH 03103

**Example of
 INITIAL REGISTRATION
 with a Direct Deposit Check**

Citizens Bank 114
 1 Citizens Drive, Riverside, RI 1533

Check Date 9/4/2020

Check Number Memo

Pay No Dollars and No Cents

\$*****

To the Order of:
 515

Luke J Gag
 8 North Rd
 Hudson, NH 03051



969 -99998376
NON NEGOTIABLE

Authorized Signature

Luke J Gag

Hobment LLC

140 Hard St
 Manchester, NH 03103 (603) 434-2775

| | | |
|--------------------------|--------------|------------|
| Company | Period Begin | Division |
| 4348 | 8/22/2020 | |
| Number | Period End | Branch |
| 969 | 8/28/2020 | |
| Social Security # | Check Date | Department |
| XXX-XX-7130 | 9/4/2020 | 515 |
| Hire Date | Check Number | Team |
| 3/21/2019 | -99998376 | |



Earnings

Deductions

| Description | Location / Job | Rate | Hours/Pieces | Current | Year To Date | Description | Current | Year To Date |
|-----------------------|----------------|--------|------------------------------|---------|--------------|---------------------------|---------|--------------|
| Regular | | 17:00 | 36:67 | 623.39 | 19588.29 | Fed (S/1) (623.39) | 52:32 | 1564:73 |
| | | | | | | OASDI (623.39) | 38:65 | 1214:50 |
| | | | | | | Medicare (623.39) | 9:04 | 284:01 |
| | | | | | | Direct Dep - Ne 30691XXXX | 523:38 | 16525:05 |
| Total Earnings | | | 36:67 | 623.39 | 19588.29 | Total Deductions | 623.39 | 19588.29 |
| NET PAY | | 523.38 | | | | Check Amount | 0:00 | 0:00 |
| | | | Total Direct Deposits | 523.38 | | | | |

Car St Sales LLC
 68 Car Street
 Manchester, NH 03102

**Example of
 INITIAL REGISTRATION
 with a Regular Check**

People's United Bank 51-724
 850 Main Street, Bridgeport, NH 221172186

Check Date 6/26/2020

Check Number 1052

Pay Four Hundred Ninety Dollars and Sixty-Five Cents

\$*****490.65

To the Order of:
 517

14 1052



* VOID AFTER 90 DAYS *

Jill Holand
 152 Avo St
 Manchester, NH 03102

Authorized Signature

⑈001052⑈ ⑆221172186⑆ 038 2371⑈

Jill Holand

Car St Sales LLC

68 Car Street
 Manchester, NH 03102 (603) 627-5595

| | | |
|--------------------------|--------------|------------|
| Company | Period Begin | Division |
| 2183 | 6/13/2020 | |
| Number | Period End | Branch |
| 14 | 6/19/2020 | |
| Social Security # | Check Date | Department |
| XXX-XX-2345 | 6/26/2020 | 517 |
| Hire Date | Check Number | Team |
| 4/27/2020 | 1052 | |



Earnings

Deductions

| Earnings | | | | | | Deductions | | |
|-----------------------|----------------|--------|--------------|------------------------------|--------------|-------------------------|---------------|---------------|
| Description | Location / Job | Rate | Hours/Pieces | Current | Year To Date | Description | Current | Year To Date |
| Regular | | 17.00 | 35.00 | 595.00 | 4760.00 | Fed (S/0) (595.00) | 58.83 | 470.64 |
| | | | | | | OASDI (595.00) | 36.89 | 295.12 |
| | | | | | | Medicare (595.00) | 8.63 | 69.04 |
| Total Earnings | | | | | | Total Deductions | 104.35 | 834.80 |
| NET PAY | | 490.65 | | Total Direct Deposits | | Check Amount | | 3925.20 |