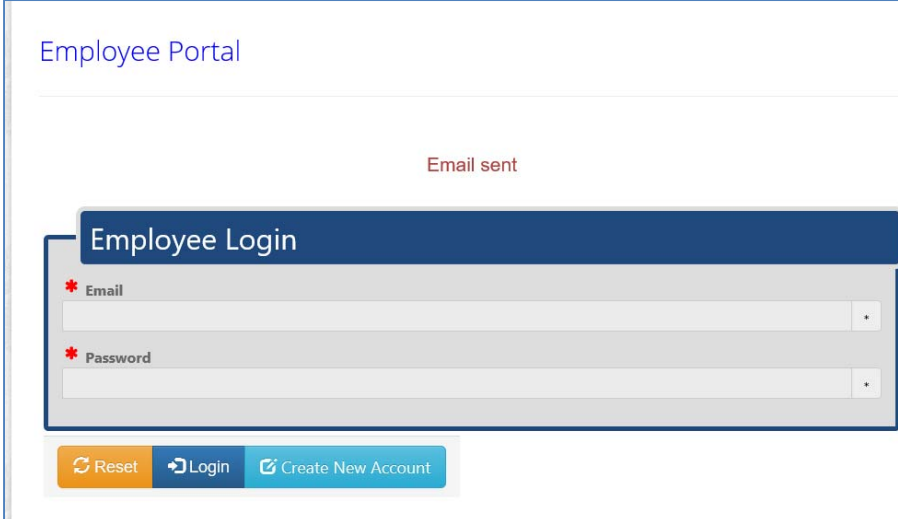


Website Help Instructions

How to Create a New Portal Account from the Employee Portal Menu

Log onto: <https://www.firststarhr.com>. Click on SIGN IN on menu tab, then select Employee Navigator. Complete the screen below to create a new account.

*****Select Create New Account*****



Employee Portal

Email sent

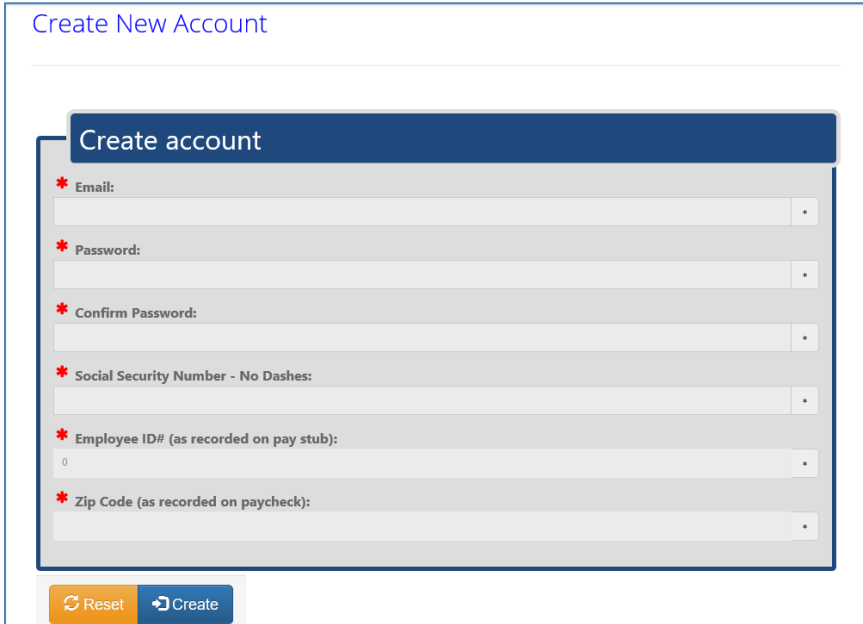
Employee Login

* Email

* Password

Reset Login Create New Account

*****Complete the Create Account screen and select Create.*****



Create New Account

Create account

* Email:

* Password:

* Confirm Password:

* Social Security Number - No Dashes:

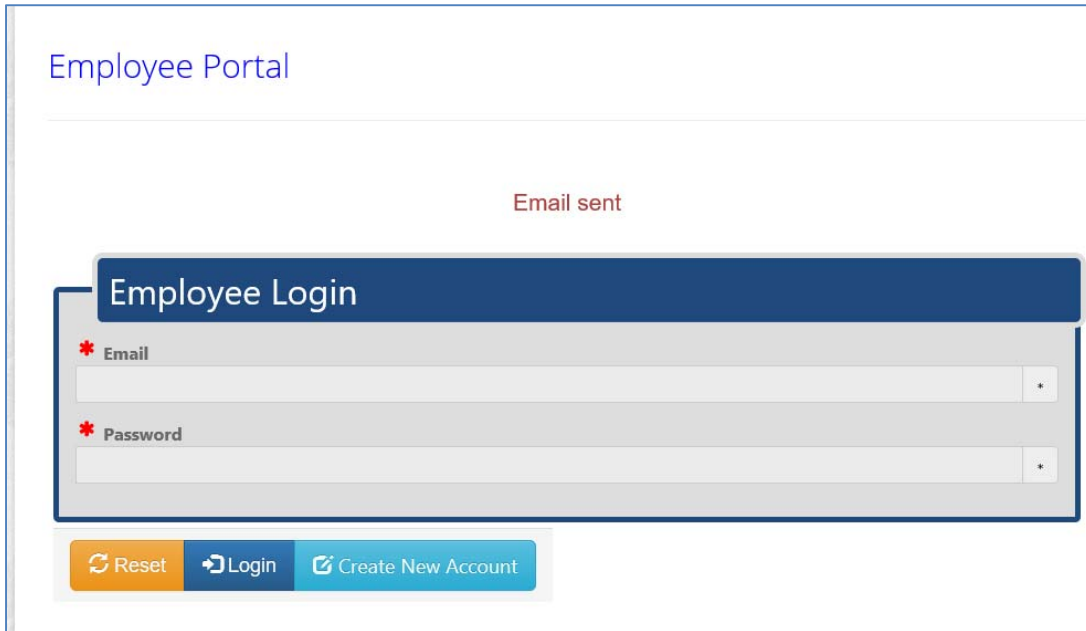
* Employee ID# (as recorded on pay stub):

* Zip Code (as recorded on paycheck):

Reset Create

Website Help Instructions

Once you have selected Create, you will receive a message that reads:

A screenshot of the Employee Portal login page. At the top left, it says "Employee Portal". In the center, it says "Email sent". Below that is a "Employee Login" form with two input fields: "Email" and "Password", both marked with a red asterisk. At the bottom of the form are three buttons: "Reset" (orange), "Login" (blue), and "Create New Account" (light blue).

Check your email inbox for your new portal account email.

Thank you for signing up for The Essentials.

Activate Employee Portal Account

If you feel you have received this message in error or did not request a username and password, please contact FirstStarHR (800) 728-0623.

This link will expire in seven (7) days.

Follow the link on your email to activate your account. The link will expire in (7) days.

Once you have clicked on your activation link, you may log into the portal with your email address as the username/login and the password you set your account up with.

For questions, contact FirstStarHR at 1-800-728-0623. Thank you!