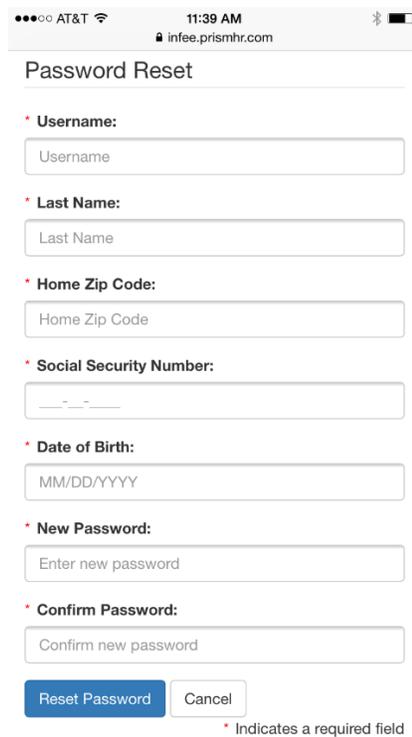


Transferring from Infiniti HR to Prism HR Platform Instructions

Infiniti HR has recently made some changes to the way we access payroll information. Please follow these instructions to gain access to our Prism HR account where you can change/view personal, payroll and company forms online at any time. **All employees need to complete this process.**

1. Go to, <https://infee.prismhr.com/inf/cmd/login>
2. This link will bring you to the infiniti login screen.
If you have not set up an Infiniti account before, click the “Register” tab on the bottom right of the login box and complete the User Registration instructions.
If you have already set up an Infiniti account, click the “Forgot Your Password?” tab on the bottom left of the login box.
3. You will then be prompted to enter your user name. **Note: Your username will be the same one you used for the old infiniti HR website.** Enter your username and click continue on the bottom right hand side.
4. You will then receive an e-mail with a password reset link. Click the link and enter all required information, as seen below:



The screenshot shows a mobile browser interface for a password reset form. At the top, the status bar displays 'AT&T', signal strength, Wi-Fi, the time '11:39 AM', and battery level. Below the status bar, the address bar shows 'infee.prismhr.com'. The form title is 'Password Reset'. It contains several required fields, each with a red asterisk: 'Username', 'Last Name', 'Home Zip Code', 'Social Security Number' (with a dashed line for formatting), 'Date of Birth' (with a 'MM/DD/YYYY' placeholder), 'New Password', and 'Confirm Password'. At the bottom of the form are two buttons: a blue 'Reset Password' button and a white 'Cancel' button. A legend at the bottom right states '* Indicates a required field'.

5. Once all the information is complete, click the “Reset Password” button.
6. You will then be prompted to login with your Username and New Password.
7. If you have any problems with your registration process or login, please contact InfinitiHR at 866-552-6360.