Off-site Employee Portal - Registration

You will be able to access your information, reprint your check stubs, ACA forms, and W2’s. You will need your Employee Number, Last four of your Social Security Number, Zip Code, Last Check Date, and Check Amount. After you register, you will be able to logon straight into the portal.

Location:
https://portal.fihosted.com:44443/856/portal/fiep.html

Registering

1. Click the REGISTER button at the bottom of the screen

2. You will need to fill-in the following field
   a. EMAIL ADDRESS
   b. CONFIRM EMAIL ADDRESS
   c. PASSWORD
   d. CONFIRM PASSWORD
   e. IMAGE VERIFICATION
   f. Then tick the I AGREE TO THE TERMS AND CONDITIONS tick box
3. You will get a success message

4. Open your email (you may need to look in your junk/trash/spam folder) and follow the link. You will get another Employee Portal Verification
5. Enter the following information
   a. EMPLOYEE NUMBER
   b. LAST 4 of SSN
   c. ZIP CODE
   d. LAST CHECK DATE
   e. CHECK AMOUNT

6. Click the REQUEST APPROVAL button, this will take you to your portal