Employee Web Services
(aka Paystub Portal)
How to create employee login
OR reset your password
(the method is the same for both)
Create an Account
Navigate to site

• URL
  • FOR CDS:  
    [https://helpingrestore.myrealdata.net/ews2](https://helpingrestore.myrealdata.net/ews2)
  • Bookmark on your favorite browser!

• Click “Account Setup”

• Locate your employee ID
  • The employee ID can be found on prior paystubs or W2s.
  • If you do cannot find it, please submit a ticket to request it. [https://hratexas.org/contact](https://hratexas.org/contact)
Employee Create Account

Account Set up
1. Enter employee ID
2. Enter birthday (MM/DD/YYYY)
3. Enter last 4 of SSN
4. User ID: Automatically created
5. Password: Employee creates
6. Retype: Retype password
7. Click Create or Update

**CDS – if you work for more than one employer, you will need to repeat this process for each (you have a different ID for each employer) and you will have multiple logins.**
Login Screen

1. User ID: Created in previous step.
2. Enter Password: Created in previous step
3. Click Log In

Forgot Password? Click Account Setup and repeat the setup.
Navigating the Site
Viewing Paystubs

- Go to **REPORTING > CHECK/W2 HISTORY**
- You will be able to view all check stubs as well as W2 information (cannot be used as your official W2 – for reference only)
View Personal Info on File

• Go to the PERSONAL tab
  • Personal Profile: Name, Date of Birth, Marital Status, Gender
  • Address
  • Phone
  • W4 Info

• If you need to change personal information, please submit a demographic update form: https://form.jotform.com/220094309032041

• If you need to update your W4, you can do that here: https://form.jotform.com/220417617183049