

Employee Web Services

(aka Paystub Portal)

How to create employee login

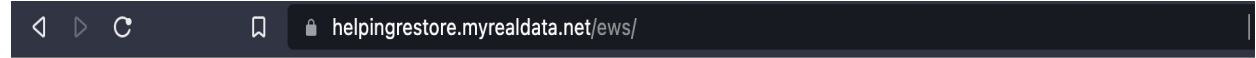
OR reset your password

(the method is the same for both)

Create an Account

Navigate to site

- URL
 - **FOR CDS:**
<https://helpingrestore.myrealdata.net/ews2>
 - 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](https://hratexas.org/contact) to request it. <https://hratexas.org/contact>



Employee Web Services for MIP

Logon

Please enter your user information.

User ID:

Password:

EWS Version: 2020.3.0.0

HELPING RESTORE ABILITY
A Non Profit Serving Texans With Disabilities

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*

Account Setup

Create or Update Your Logon Information

Employee ID: *

Birth Date: *

Last 4 Digits of
Social Security #: *

User ID:

New Password: *

Retype Password: *

Passwords must be 8 characters or more and have at least one of EACH of the following: Upper Case Letter, Lower Case Letter, Special Character, Number 0-9. Your User ID will be assigned to you automatically and will be your first initial and your last name.

****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.

Employee Web Services for MIP

Logon

Please enter your user information.

User ID: Example

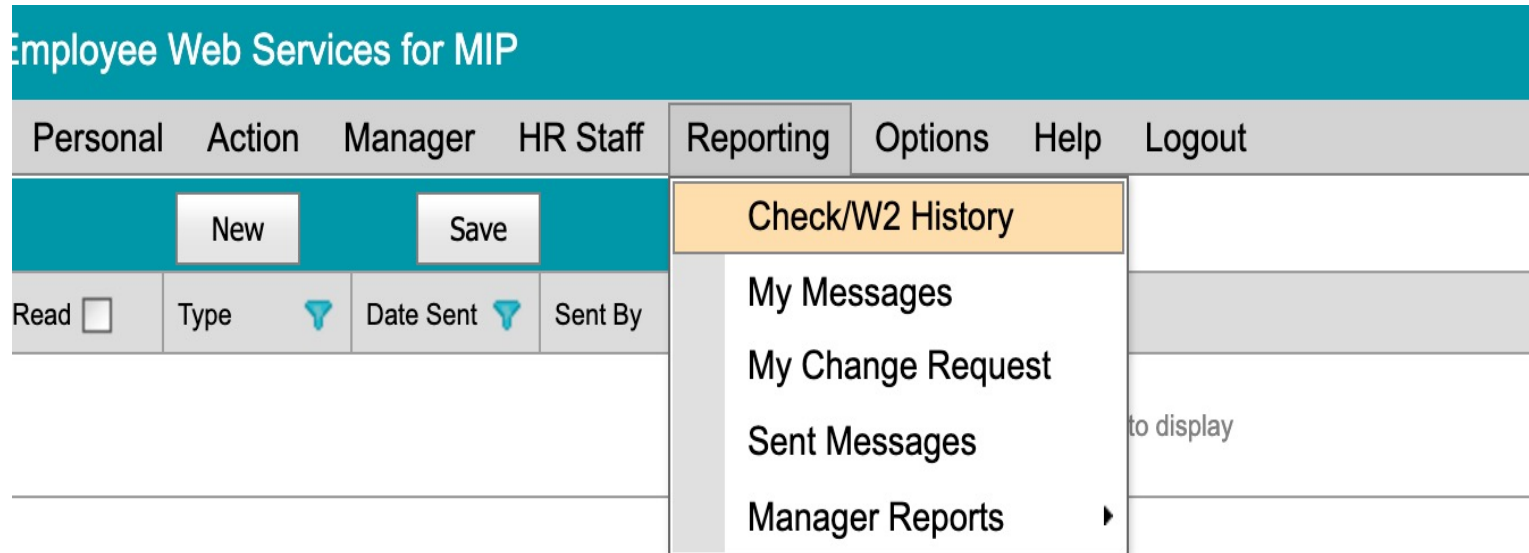
Password: Password you created

EWS Version: 2020.3 - Hosted

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)



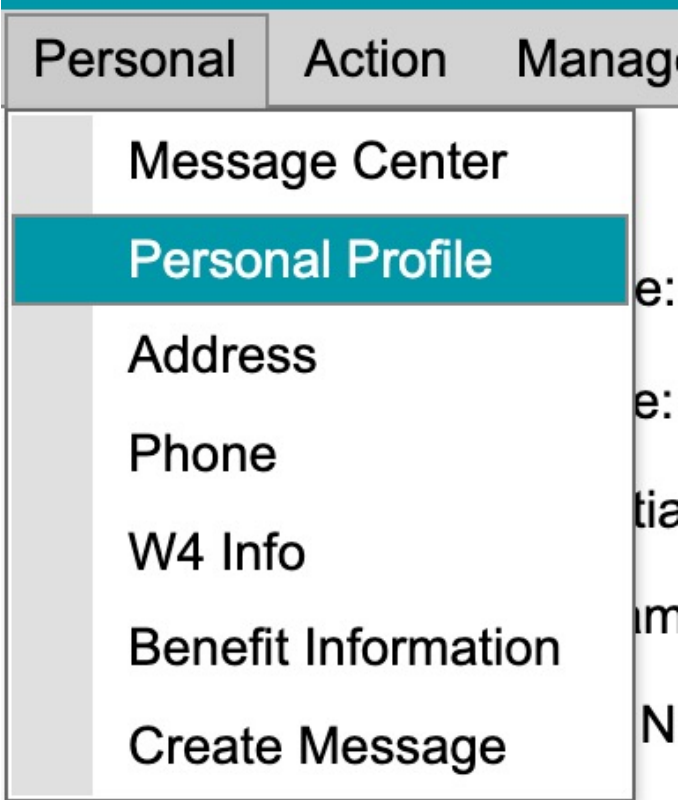
The screenshot displays the 'Employee Web Services for MIP' interface. At the top, there is a teal header bar with the text 'Employee Web Services for MIP'. Below this is a navigation bar with tabs for 'Personal', 'Action', 'Manager', 'HR Staff', 'Reporting', 'Options', 'Help', and 'Logout'. The 'Reporting' tab is currently selected. Below the navigation bar, there are two buttons: 'New' and 'Save'. Below these buttons, there is a table header with columns: 'Read' (with a checkbox), 'Type' (with a dropdown arrow), 'Date Sent' (with a dropdown arrow), and 'Sent By'. A dropdown menu is open from the 'Reporting' tab, showing the following options: 'Check/W2 History' (highlighted in orange), 'My Messages', 'My Change Request', 'Sent Messages', and 'Manager Reports' (with a right-pointing arrow). The text 'to display' is visible to the right of the dropdown menu.

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>



Birth Date: