

PrismONE Mobile App Installation Guide

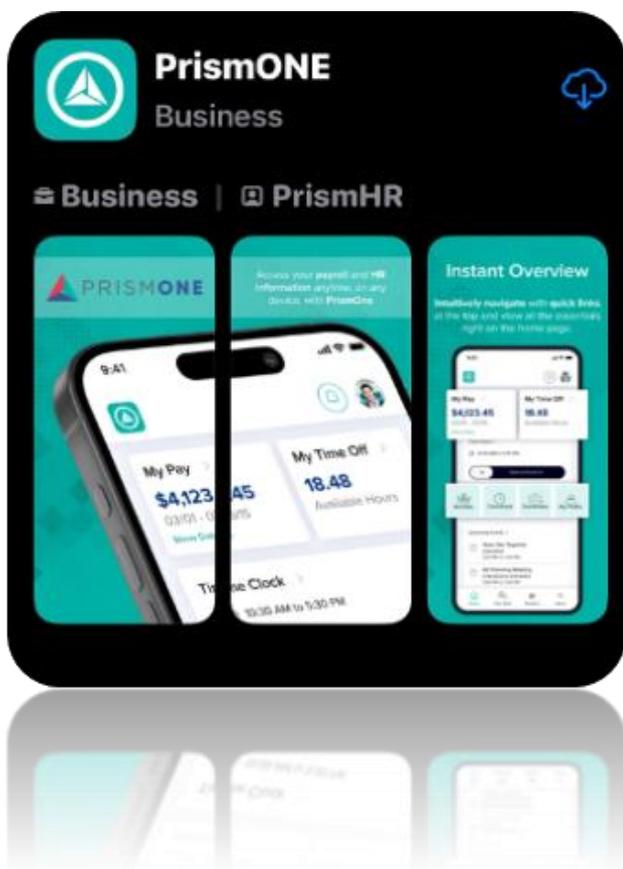
Exciting News!

We're excited to introduce the **PrismONE Mobile App**, now available for our clients and employees. The mobile app provides convenient access to the same features available in the Employee Portal, making it easier to manage important HR and payroll tasks from anywhere.

While the app is fully available for use, we always welcome feedback as we continue to enhance the experience. If you have suggestions or encounter any issues, you can share your feedback using the **PrismONE Mobile App Feedback widget** located on the home page of the Employee Portal.

The process for installing and activating the mobile app is simple and outlined below:

Step 1: From the Google Play Store or the iOS App Store on your mobile device, download the PrismONE App.



Step 2: Open the PrismONE Mobile app on your mobile device.

Step 3: Set up a 4-digit PIN to secure your account. Click **Continue**.

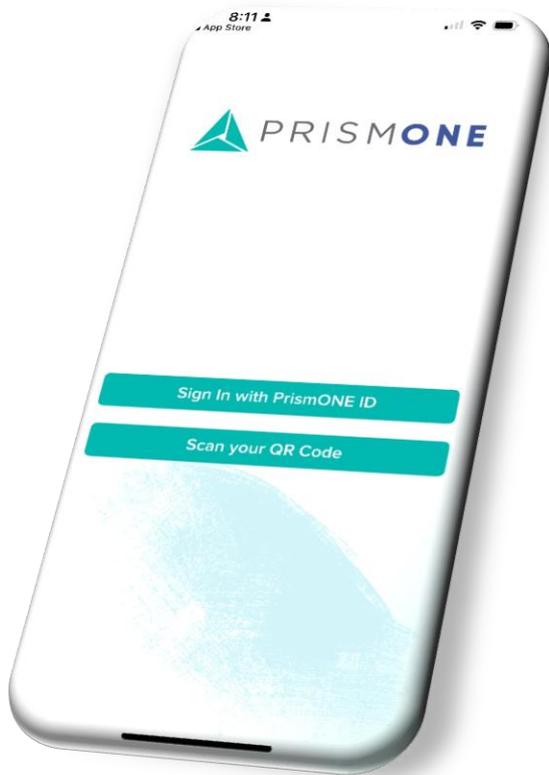


***Optional Step:** The option to enable Biometrics will appear after creating the PIN. Enable this option to use facial recognition to access your account. **Note:** To access this feature, biometrics must be enabled on your device. Please follow the setup instructions for your specific phone model and operating system to enable fingerprint or face ID authentication.



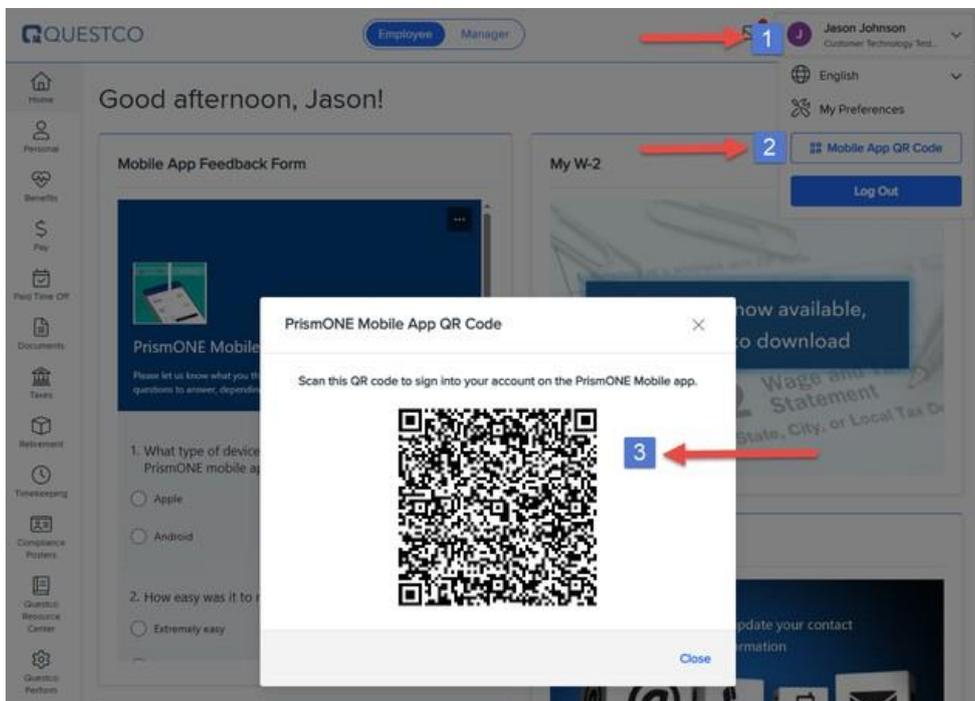
Step 4: Enter the PIN, then click **Continue**.

Step 5: Either Sign into the mobile app using your PrismONE ID, **or** scan the QR code for the mobile app from the PrismONE Mobile App on your mobile device.

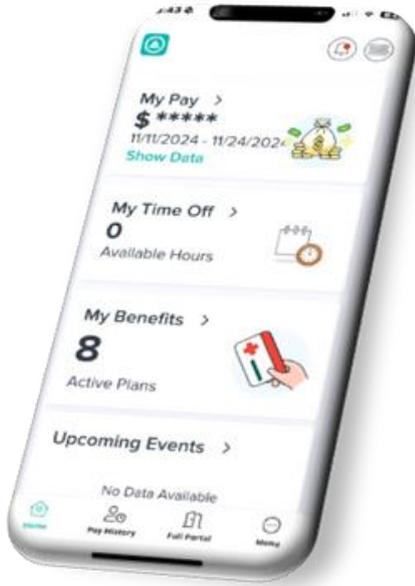


If you are scanning using the QR code, please follow the steps below:

Step 6: NOTE: This step must be done from a desktop computer: Log in to the Employee Portal. Click on the drop-down menu next to your name in the top right corner.



Step 7: Once the QR code has been successfully installed or you have signed in with PrismONE ID, the App will open to the landing page.



If you experience any issues installing or logging into the PrismONE Mobile App, we're here to help. Please submit your feedback through the **PrismONE Mobile App Feedback** widget on your Employee Portal home screen, or by going to <https://forms.office.com/r/twJYK9azit?origin=lprLink>