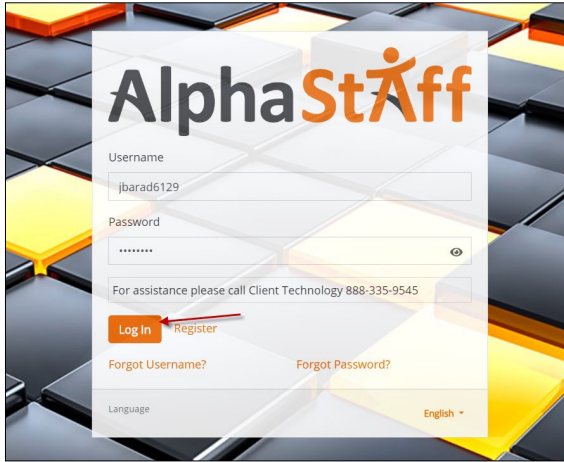


# AlphaStaff Login Instructions - Employee Portal

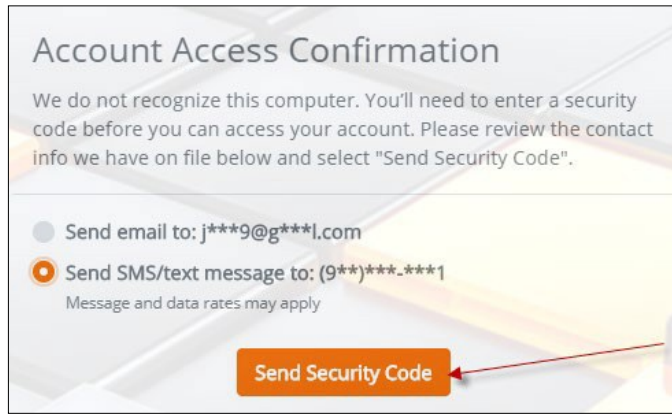


To access your new AlphaStaff Portal, go to <https://alp-ep.prismhr.com/>:

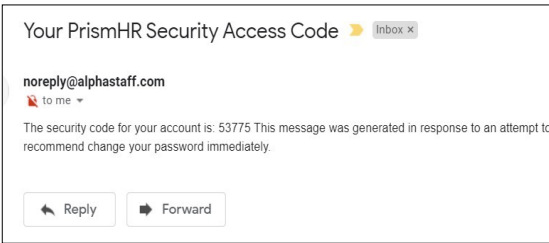
1. Enter your **Username** and **Password** to login. Your login credentials are the same as before.



2. On the first login attempt, you may be asked to confirm your account with a system generated security code. You will have the option to have the code sent to you via SMS/Text message to your mobile phone or to your email. Once selected, click **Send Security Code**. A code will come to the device you selected. **Please note: If you select the code to come to your email, it will come from [noreply@alphastaff.com](mailto:noreply@alphastaff.com) ; if you do not see it in your inbox, make sure to check your junk/spam folders.**



## EMAIL SECURITY CODE



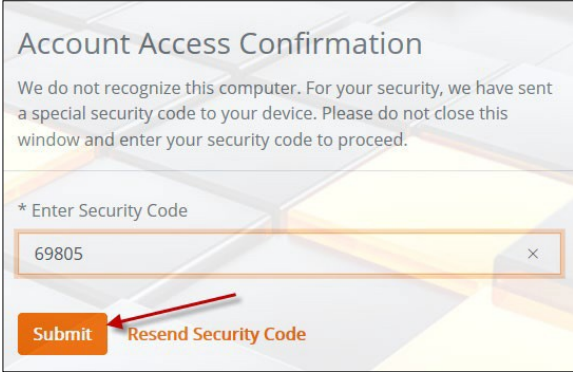
OR

## SMS/T:EXT SECURITY

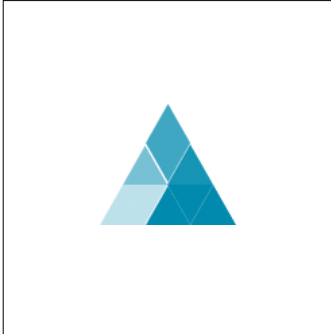




3. Enter the 5-digit security code you received in the space provided. If for some reason you did not receive the security code, click **Resend Security Code** to generate a new one. Once entered, click **Submit**.



4. While the system is logging you into the portal, you will see the following icon circling for a few seconds on your screen.



5. The Employee AlphaStaff Portal will then populate, and you will be logged into your account.

