

Equity Payroll Portal

Welcome to the Equity Staffing Group payroll portal!

This portal will allow you to:

- Update your personal information such as address and contact information
- Update your direct deposit and Federal W4
- View your paystubs

Please read over these instructions regarding how to access the portal and reach out to your recruiter should you have any questions.

You will receive an email from tpeterson@equitysg.com providing you with your user ID and a temporary password to the portal on your first pay day. Please click on the link in the email to set up your password and security questions for your account.

Below is the login page to the portal:

A screenshot of the login page for the Equity Payroll Portal. The page has a blue header bar. Below the header, there is a white box containing the login form. The form has a title "Login" in the top left corner. It includes two input fields: "User Name:" and "Password:". Below the password field is a green "Login" button. At the bottom of the form, there is a blue link that says "Can't access account?".

Login

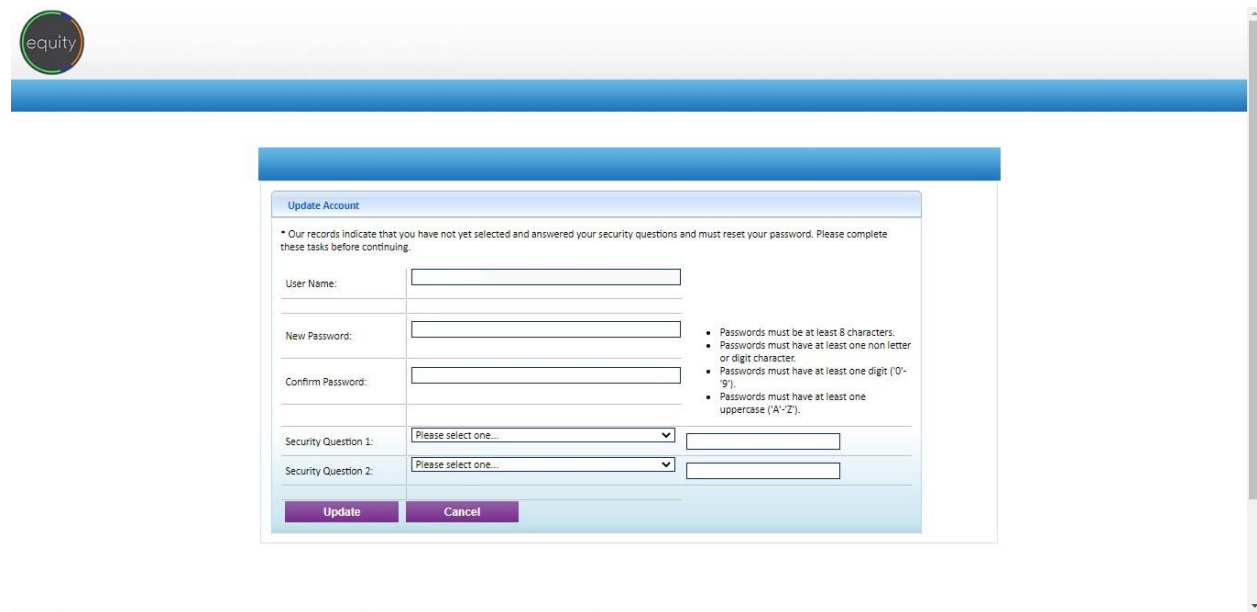
User Name:

Password:

Login

[Can't access account?](#)

Upon your first log in, you will be asked to create your password and security questions:



The screenshot shows the 'Update Account' form in the equity portal. The form is titled 'Update Account' and contains the following fields and instructions:

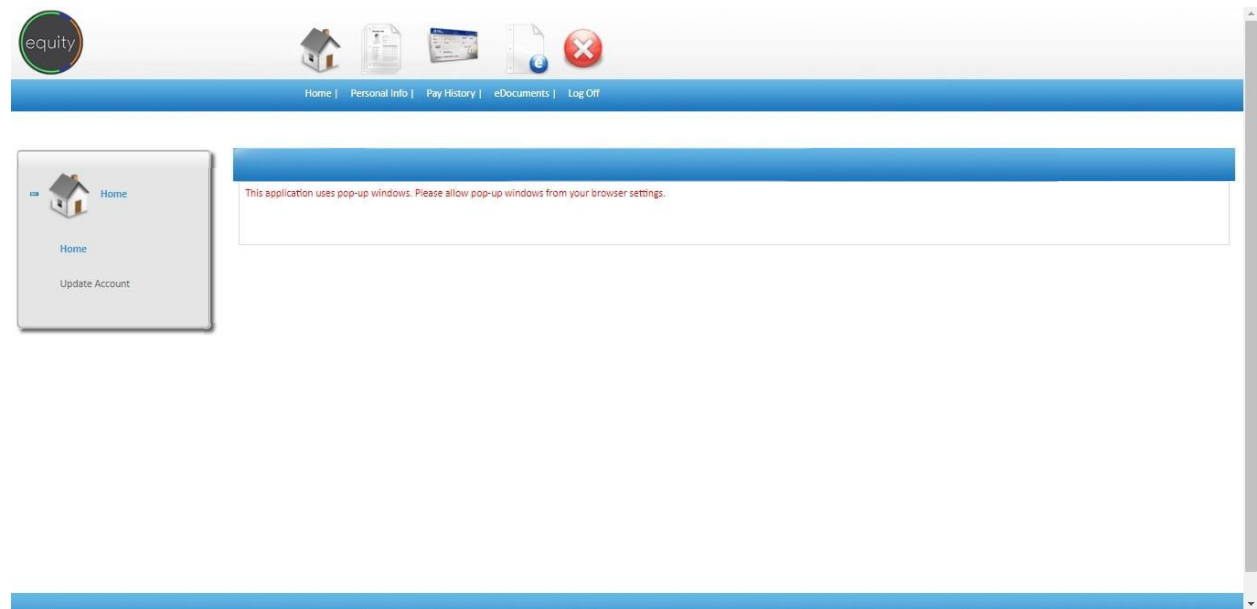
- User Name:** A text input field.
- New Password:** A text input field.
- Confirm Password:** A text input field.
- Security Question 1:** A dropdown menu with 'Please select one...' and an adjacent text input field.
- Security Question 2:** A dropdown menu with 'Please select one...' and an adjacent text input field.

Instructions for password creation:

- Passwords must be at least 8 characters.
- Passwords must have at least one non letter or digit character.
- Passwords must have at least one digit ('0'-'9').
- Passwords must have at least one uppercase ('A'-'Z').

Buttons: 'Update' and 'Cancel'.

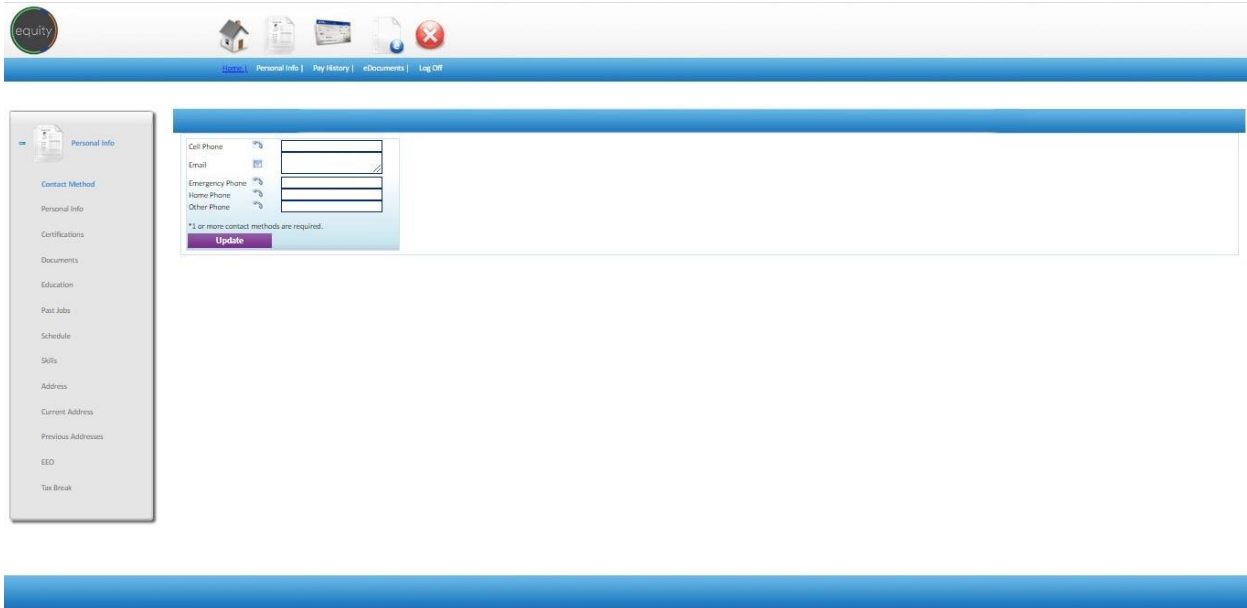
Once your password and security questions have been created, you will be automatically re-directed to the login page and asked to log back in to the portal. Once logged in, the home page will be displayed:



The screenshot shows the equity portal home page. The top navigation bar includes the equity logo and the following links: Home, Personal Info, Pay History, eDocuments, and Log Off. A sidebar on the left contains a 'Home' button and an 'Update Account' button. The main content area displays a message: 'This application uses pop-up windows. Please allow pop-up windows from your browser settings.'

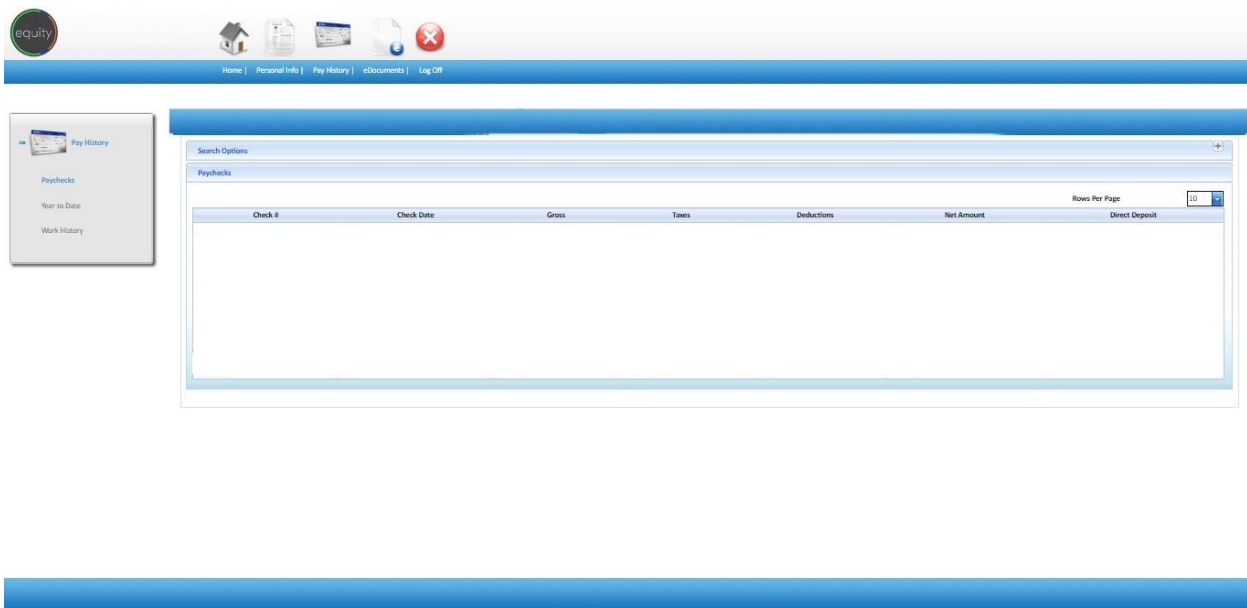
From this page you can navigate the tabs across the top to update your personal information, access your pay stubs, and update your direct deposit or federal W4 form.

Below is the **personal information** page where you can update your address, phone number, or email address:



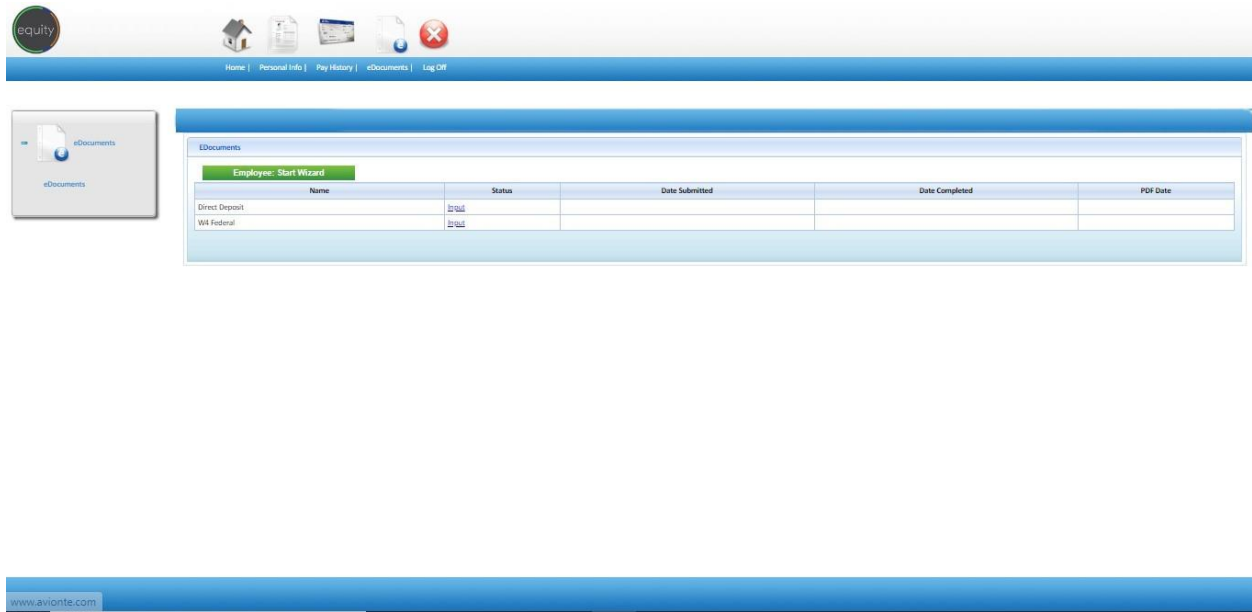
Be sure to click “update” once you have updated your information!

To view your **pay stubs**, click on the “pay history” tab and your pay stubs will be displayed:



Each pay stub will be displayed as a separate line item. To access a specific pay stub, simply click on the line item – or pay stub – you wish to view

The **eDocuments** tab is where you can update your direct deposit or Federal W4 form:



To update these forms, please click on the “input” button next to the form you wish to update and you will be provided a new form to complete and submit. **Be sure to check the signature box at the bottom of the form and “click” submit to ensure your form is received!**

Should you need to update any other forms or have any questions, please reach out to our verifications department at verifications@equitysg.com