

Employee Self Service Instructions

1. Click on the URL provide from your manager. Example:

<https://ctwee.prismhr.com/ctw/cmd/login>

Countrywide HR.™

Username

Continue

Forgot Your Password?

Register

2. Click on the “Register” button
3. Next, fill in the required information: Last Name; Social Security Number; Create User Name; Create Password; Confirm Password
4. Click on “Register”

User Registration

Last Name *

Social Security Number *
xxx-xx-xxxx
Please enter a valid SSN!

Create User Name *

Create Password *

Confirm Password *
retype password
Password Not Match!
Password Not Valid!

Strong Password Requirements

- The new password field cannot be empty.
- Passwords must be at least 8 characters in length.
- Passwords must not contain the username.
- Passwords must contain at least 1 upper case letter and at least 1 lower case letter.
- Passwords must contain at least 1 number.

Register Cancel

Once you’ve registered, login to view your check stubs, update personal information and more!

My Messages Welcome, DEMO EMPLOYEE

DASHBOARD

MYSELF TIME REPORTING BENEFITS PAYROLL

My Messages View only unread messages

My Events

Date	Events
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