

# Introducing the new Employee Portal

The current **Employee Self Service** is changing to **Employee Portal**.

For employees already registered under Employee Self Service the current log in information will continue to work when you log in to the Employee Portal. If the current password is not complex enough you may be prompted to change your password immediately at the time of your first login. (Must be 7 characters, including a Capital Letter, a number and a symbol)

To access Employee Portal, you will continue to go to [www.hrbutler.com](http://www.hrbutler.com) and click on Service - Client Area, Employee Portal. A new screen will open, click on Employee Portal. A screen will appear to enter your Login Name and Password. This is where you enter your current Username and Password.



## Employee Portal

|                                   |                                       |                                 |
|-----------------------------------|---------------------------------------|---------------------------------|
| <a href="#">Secure User Login</a> | <a href="#">New User Registration</a> | <a href="#">Forgot Password</a> |
|-----------------------------------|---------------------------------------|---------------------------------|

**Identify Yourself**  
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

Welcome to your employee self-serve portal  
Please sign in with your credentials to continue

[Take me to the mobile version of this website](#)

If you have any problems accessing this site, please contact your companies HR/ Payroll Department for assistance.