



Accessing the Employee Portal

To access your pay stubs, W-2, work history and demographic information follow the steps below:

- Open a web browser
- Go to <https://portal.people20.net/Gateway/login.aspx?CompanyID=465>
- Your user name is your email address; your password is the **first four letters** of your last name and the **first four digits** of your social security number. You will then need to change your password and log back in with the new password.