

## Web Employee Portal

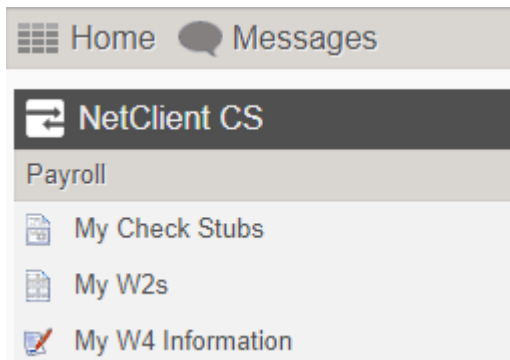
### Activating Your Web Employee Portal

You will need to activate your web employee portal before you can access your paycheck stubs, W-4 information, and W-2s.

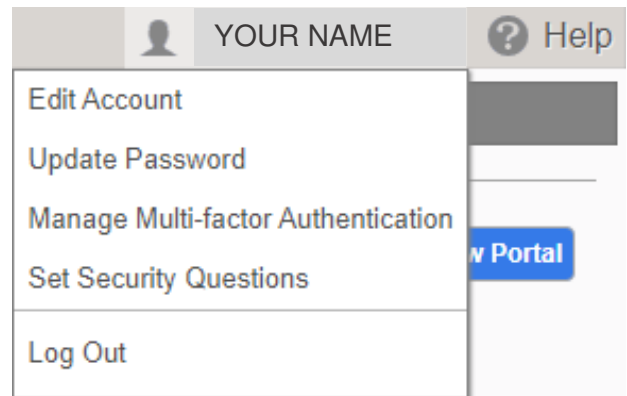
1. Open the registration email from **Web Employee** [web\\_employee@netlinksolution.com](mailto:web_employee@netlinksolution.com) and then click the first link in the message.
2. In the NetClient CS page, enter a unique login and password. (The password must be between 7 and 50 characters and at least one character must be a number.)
3. Click OK. NetClient CS verifies your credentials and completes the activation.
4. Log in at [www.LSAKCPA.com](http://www.LSAKCPA.com). You can access your web employee portal by entering your login and password information and then clicking the *Login* button.

### Using your Web Employee Portal

View your check stubs, W-2's, and W-4's



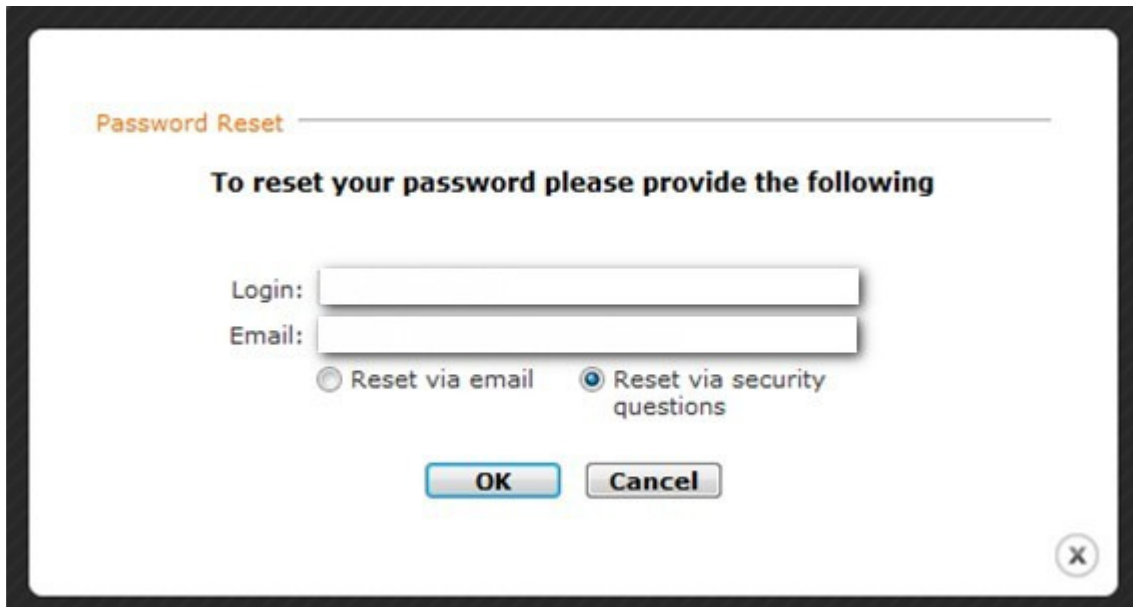
Click on *YOUR NAME* to view the drop-down



### Forgotten Passwords

There are two options to reset a password. You can have the password sent to you by email, or you can set up security questions to enable automatic reset of your password.

1. On the [www.LSAKCPA.com](http://www.LSAKCPA.com) login page click on the *Forgot your password password?* link.
2. Enter your login and the email address used with your login.



The image shows a 'Password Reset' dialog box. At the top, the title 'Password Reset' is displayed in orange. Below the title, a bold instruction reads: 'To reset your password please provide the following'. There are two input fields: 'Login:' and 'Email:'. Below these fields are two radio button options: 'Reset via email' (which is unselected) and 'Reset via security questions' (which is selected). At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'. A close button (an 'X' in a circle) is located in the bottom right corner of the dialog box.

- 3.
4. Choose one of the following options, then click **OK**.
  - Reset via email
  - Reset via security questions

If you cannot reset your password via email or security questions, contact your manager.

### **Download the Mobile App**

NetClient CS is available for both Androids and iPhones. Search for NetClient CS from your app store.