

Employee Web Portal

Acruz Staffing provides an Employee Web Portal for you to see information concerning your employment. This portal includes:

- your pay stubs and W-2's
- the ability to change your payment method, your address, phone number, etc.
- insurance enrollment, for those who have qualified
- informational documents, some of which may change occasionally

You may access the Employee Web Portal through this link: <http://hirequestllc.com/employee/>

Viewing your Account:

If you have already set up your account, enter your Social Security Number and password.

If you have NOT set up your account, click **register**.



Registering (creating an account):

Enter your Social Security Number and last name. The system will find your existing information. Then create a password.



Because your account includes your financial information, we must agree that you can make legal decisions (such as how you wish to be paid) online. That agreement looks like this with these buttons below:



If you agree, enter your SSN and password, then click **I Accept**.

Using the Portal:

When you enter the portal, you'll see a screen that looks like this one.

Click on anything. If you have any suggestions, please tell a branch employee.

