Employee Access (Citizen Portal) Registration Instructions

Employee Access (Citizen Portal) is for non-regular or previous employees providing access to:

● Recent Pay Statements

● Tax Documents

● Current Address Information

Please review the steps before beginning your registration to be sure you have all the necessary information available.

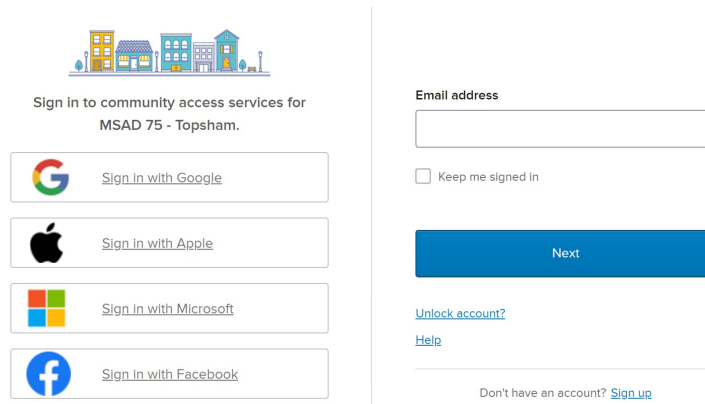For the best user experience, use a computer, as the portal is not currently mobile compatible.

REGISTRATION

1. On the Portal webpage https://msad75topshamme.tylerportico.com/portal/launcher

2. Select **Create an Account**. The Sign Up popup appears.

3. Scroll down and click **Sign Up**.

4. The Create an Account page opens. Enter your email address and a unique password

5. Enter your **First** and **Last Name**

6. Select **Sign Up**. A verification email is sent.

7. Check your email and click **Activate Account** to verify that you are indeed setting up a new account in Employee access.

8. A Community Services login screen appears, showing Google, Apple, etc. icons. **DO NOT** enter your email and password here. Instead, on the **Verification Email Sent** popup, shown below, click **Back to Sign** In at the bottom of the email.

Verification email sent

To finish signing in, check your email.
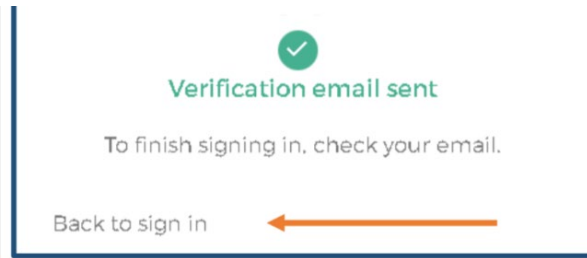
Back to sign in ⟵

9. Clicking the Back to Sign In link opens a new Sign In popup, as shown below. Enter your **Email Address** and **Password**.

Sign in to community access services.

G Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address

aiessa.flores@outlook.com
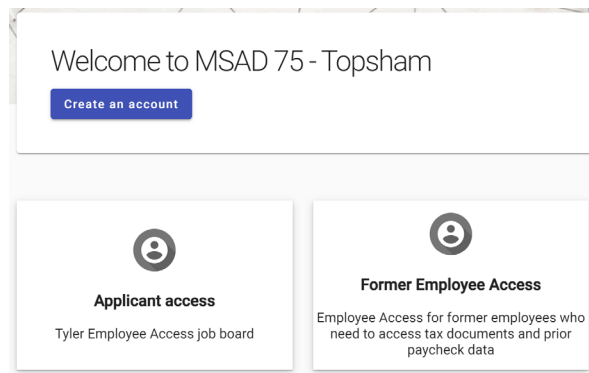
Password

••••••••••••

☐ Remember me

Sign in

10. Mark the **Remember Me** checkbox.

11. Click **Sign In**. The Dashboard opens.

Welcome to MSAD 75 - Topsham

Create an account

Applicant access

Tyler Employee Access job board

Former Employee Access

Employee Access for former employees who need to access tax documents and prior paycheck data

12. Click the **Former Employee Access** tile.

13. To sync your profile enter the
    a. Last four digits of your Social Security number
    b. Date of Birth
    c. Home Zip Code

14. Mark the **I'm not a Robot** checkbox.

Former Employee Access

Welcome to 's Former Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

Last four of SSN*

Birthdate*
01/18/2024

Zip Code*

☐ I'm not a robot

Submit

15. Click **Ok** to continue

PRINT PAY STATEMENTS AND W2 FORMS

Email notifications of a new document will come from (a Tyler email address)

View/Print Pay Statements

On the overview page, go to the drop down menu in the upper right and select the check date. Then click on View Paycheck (middle right). The next screen asks for a password, which is the **last four digits of your Social Security number**. You can print from the next screen. Repeat for as many pay statements as you need.

View/Print W2 Forms

From the Pay and Tax Information page, go to the bottom right of the Year box. Select the drop down arrow, then select the year you want to see or print. You can print from the next screen. Repeat for as many W2 forms as you need.

Still need assistance? Contact Andrea Temple templea@link75.org.