Crosby's Organization ID: MN1803

Creating an Account

The first step as a new user of the Employee Portal is to create an account.

To create an Employee Portal account:

1. Launch a web browser and type in the URL above (https://portal2.fmssolutions.com/employee-signup). The **EMPLOYEE PAYROLL PORTAL** page will then appear.
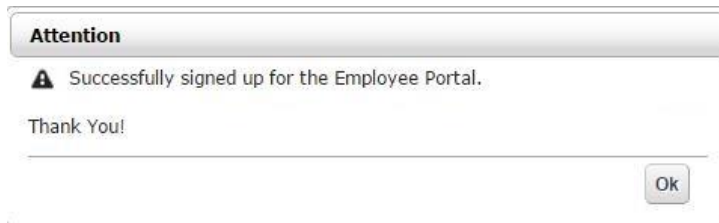

2. On the right-hand side under Employee Portal Sign Up, input the required information:
    a. Enter your desired screen name. A screen name must be alpha numeric with 5 or more characters in length and not start with a digit (example: test1234)

    b. Enter your email address in the Email field and then type it in again in the Confirm email field.

    c. In the Organization Client Id field, type: MN1803

    d. In the DOB field, type in your date of birth.

e. In the SSN field, type in your social security number. The SSN is used for validation purposes and will not be stored by the Employee Portal. Clicking the Unmask SSN link will show the SSN that was provided in the masked SSN input field.

f. Click the **"I'm not a robot"** google checkbox to confirm that you are not an AI scripted bot and follow the image verification if prompted to do so.

g. Click the **"Sign Up!"** button to save your employee profile.

3. Upon completion, you will see a pop up window like the one below.

Attention

⚠ Successfully signed up for the Employee Portal.

Thank You!

[Ok]

4. Once you choose "OK" you will be prompted to set your password enter in a password and choose "Save".

New Password

💡 Please set a new password.

New Password
Passwords must be over 6 characters and contain one alpha and one numeric character

Password

Enter Again

[Save]

5. The next screen requires you to setup a security question and answer.   This is needed in case you forget your password and need to utilize the "forgot password" function on you sign-in. Please remember your answer is case sensitive.   Once complete choose "save".

Password Reminder

💡 Please choose a reminder query.

Password Reminder

Question
What is your father's middle name?   ▼

Answer

Save

6. You have now completed your sign-up process and are now in the pay stub portal.

7. You may also bookmark this page on your browser for future use. Here is the link:
   https://portal2.fmssolutions.com/web/guest/employee-signin

FMS EMPLOYEE PAYROLL PORTAL

🔑 **Sign In**

Screen Name

Password

Sign In

🔵 Forgot Password
🔵 Forgot Screen Name