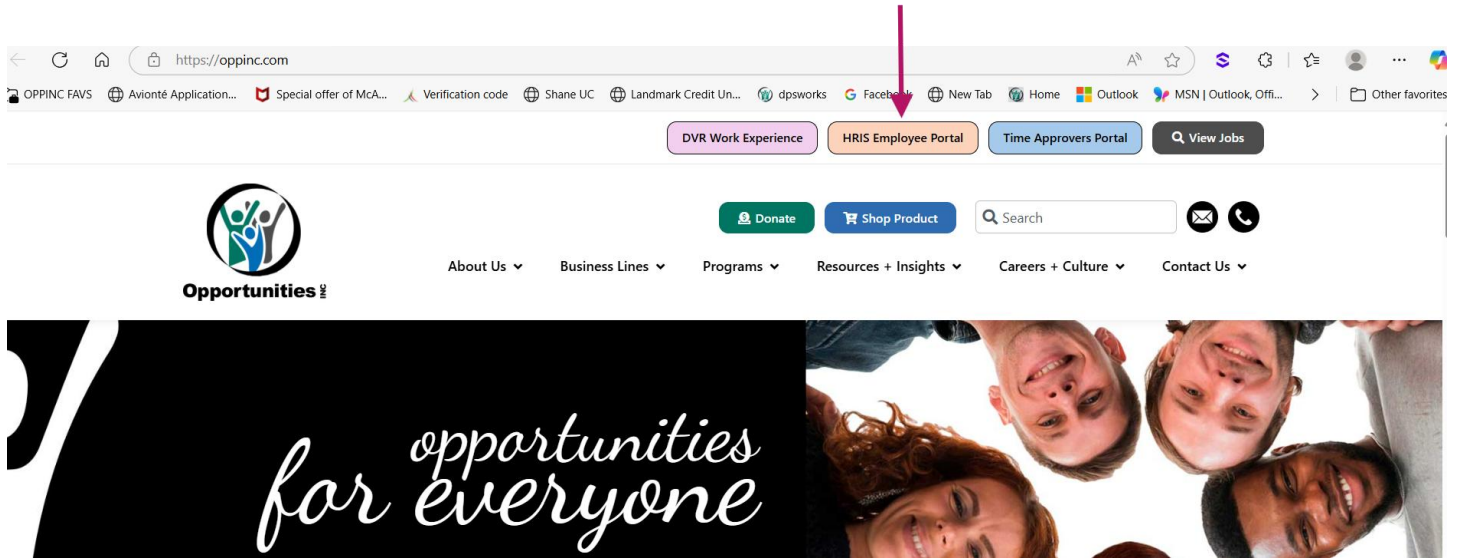


Step 3 LOGIN!

View your Employee information

1. Go to www.oppinc.com > HRIS Employee Portal button



Scroll to Page 2

V

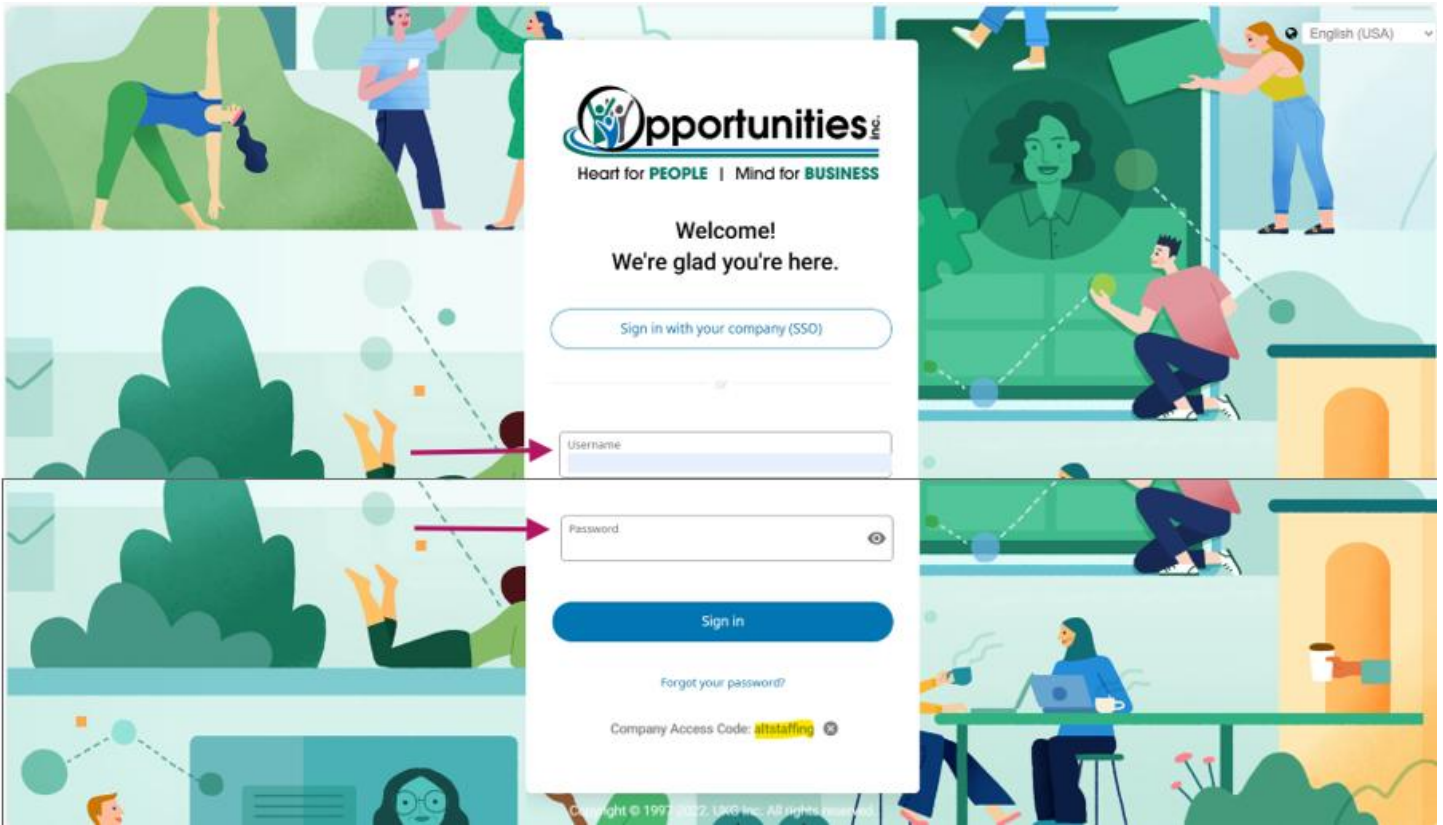
V

V

2. Here is your landing page > enter email address you created and used for Steps 1 & 2

Your temporary password is your date of birth MMDDYYYY

Company Access Code (if requested) is "altstaffing"



Scroll to Page 3

V

V

V

3. You will create a new password for security purposes.

Tip: Click the “eye” in each password field to see what you are entering.

Opportunities Inc.
Heart for **PEOPLE** | Mind for **BUSINESS**

Change password

Using a phrase for your password may be easier to remember

Current password
08021987

New password
Apprentice2025%

Confirm password
Apprentice2025%

- ✓ Password length: 8-64 characters
- ✓ No more than 2 identical characters in a row
- ✓ At least 3 of the following:
 - ✓ Lowercase letters: 1
 - ✓ Uppercase letters: 1
 - ✓ Numbers: 1
 - ✓ Special characters: 1

4. Select a Challenge Question from the dropdowns in each of the 3 fields > enter Answer 1, 2 & 3

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Challenge Questions

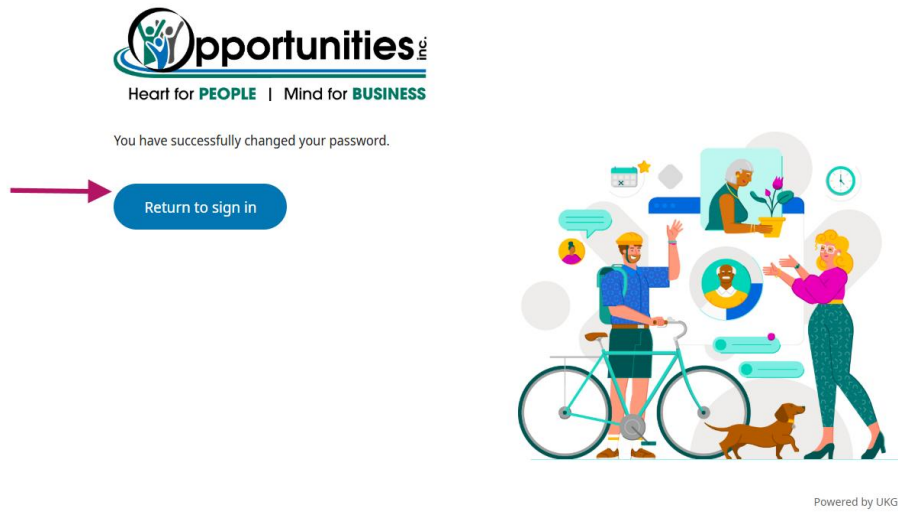
Please select and answer your challenge questions from the list below. The selected challenge questions will be used to verify your identity when you request to reset your password.

Question 1 In what city were you born?	Answer 1 Waukesha
Question 2 What was the name of your first pet?	Answer 2 Genny
Question 3 What was your high school mascot?	Answer 3 Laser

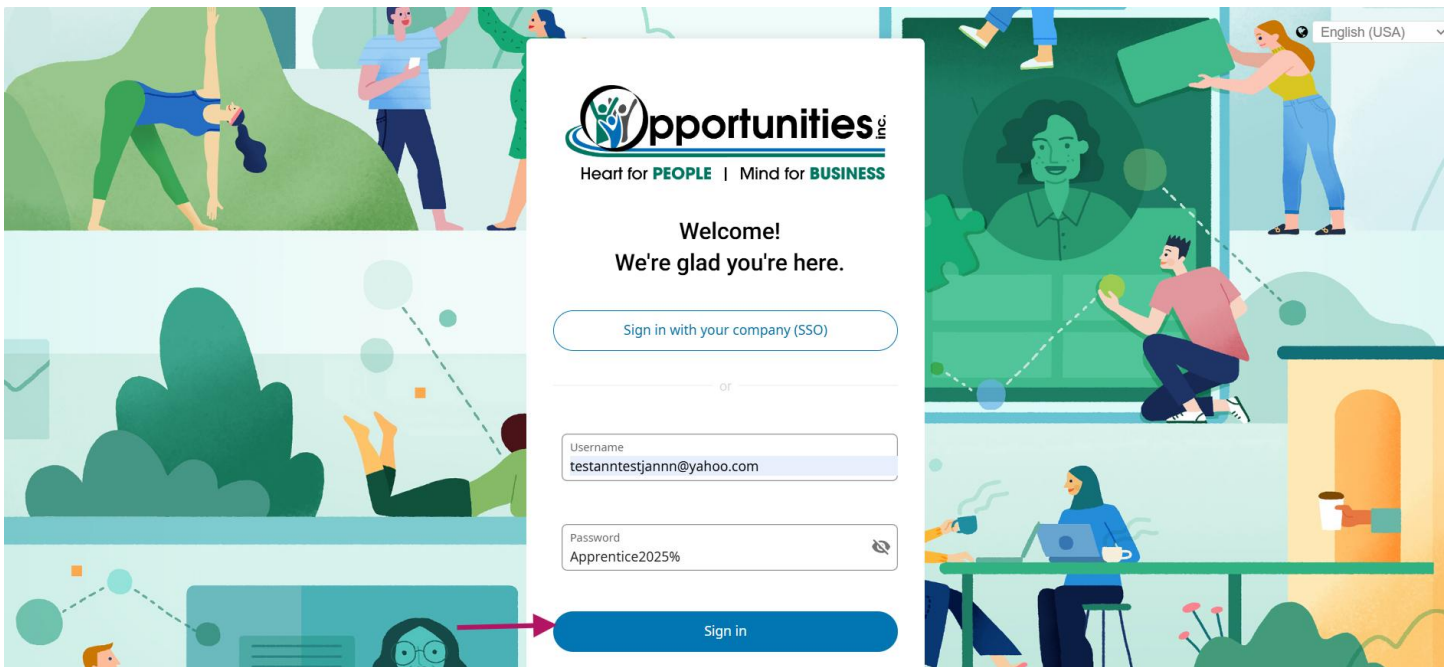
Cancel **Continue**

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5. You'll be returned to your sign in > press Return to sign in button

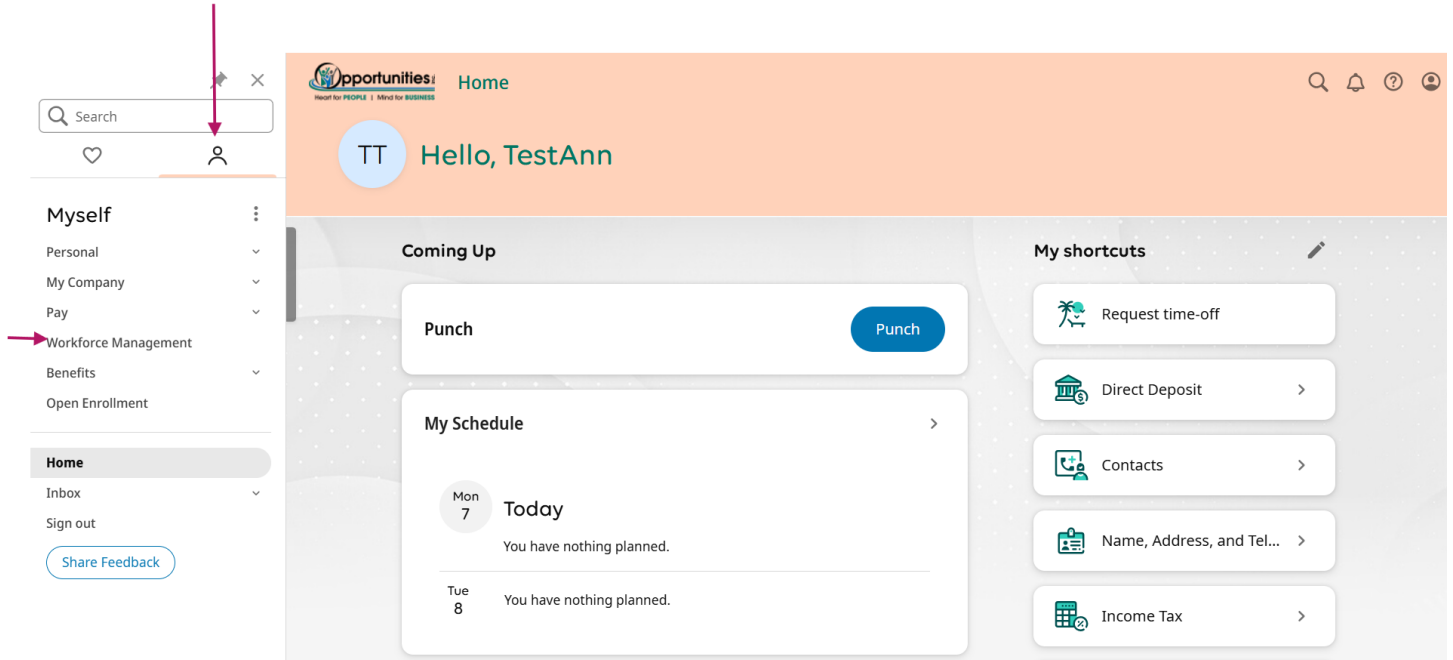


6. Welcome! Enter your username and newly created, secure password > press Sign in button

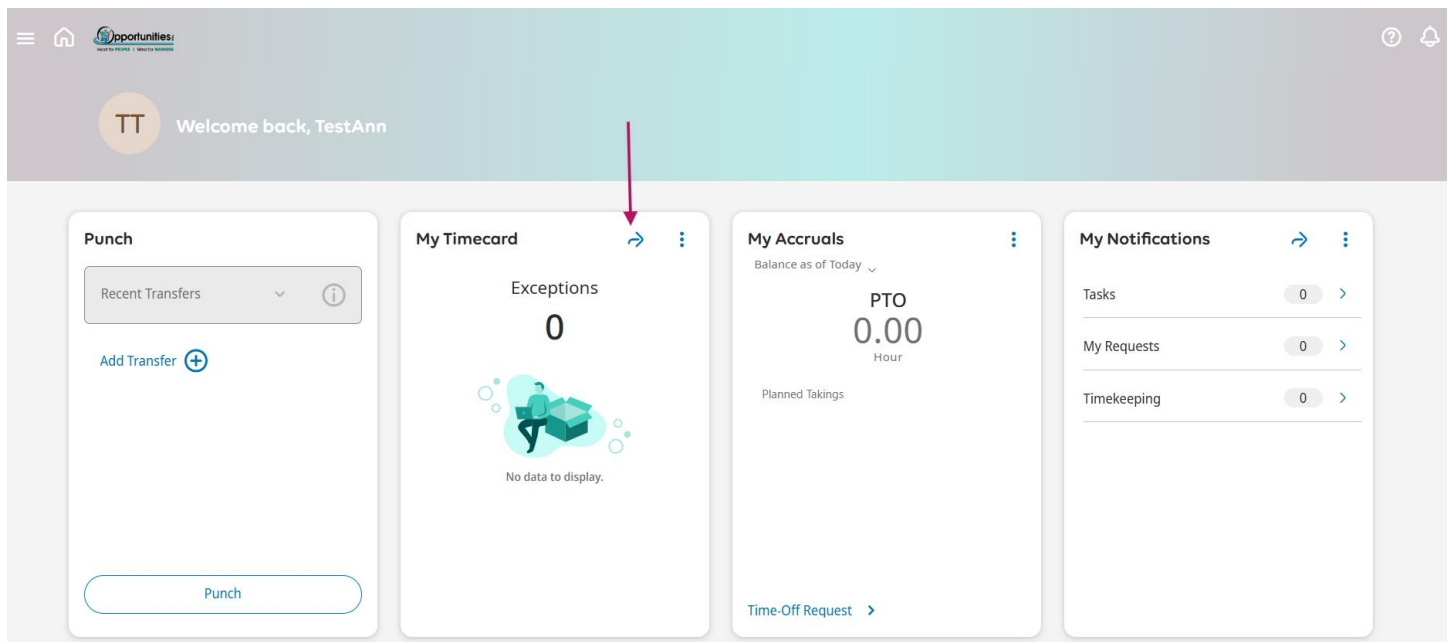


7. This is your Employee Page portal

To Enter Your Time > select the Myself tab  > Workforce Management



Select the arrow next to My Timecard



Select the Current Pay Period **1.**

Enter time In **2.**

Enter time Out **3.**

REMEMBER TO ENTER AM or PM

Select Save **4.**

Tip: Best practice is to enter your time daily

You may select Previous Pay Period in **1.** to enter for the previous week worked.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Mon 7/07			8:00 AM	12:30 PM				4.50	4.50	4.50
+	⊖	Tue 7/08										4.50
+	⊖	Wed 7/09										4.50
+	⊖	Thu 7/10										4.50
+	⊖	Fri 7/11										4.50
+	⊖	Sat 7/12										4.50
+	⊖	Sun 7/13										4.50

To sign out > Menu (three dashes, upper left)

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Mon 7/07			8:00 AM	12:30 PM				4.50	4.50	4.50
+	⊖	Tue 7/08										4.50
+	⊖	Wed 7/09										4.50
+	⊖	Thu 7/10										4.50
+	⊖	Fri 7/11										4.50
+	⊖	Sat 7/12										4.50
+	⊖	Sun 7/13										4.50

Press Sign Out button

The screenshot shows a user profile menu on the left side of a dashboard. The user's name is TestAnn Testjannn. The menu includes options for Edit Profile, Sign Out, and a search bar. A red arrow points to the Sign Out button. The main dashboard area is partially visible, showing a table with columns for Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table contains several rows of data, with a blue box highlighting a cell in the last row.

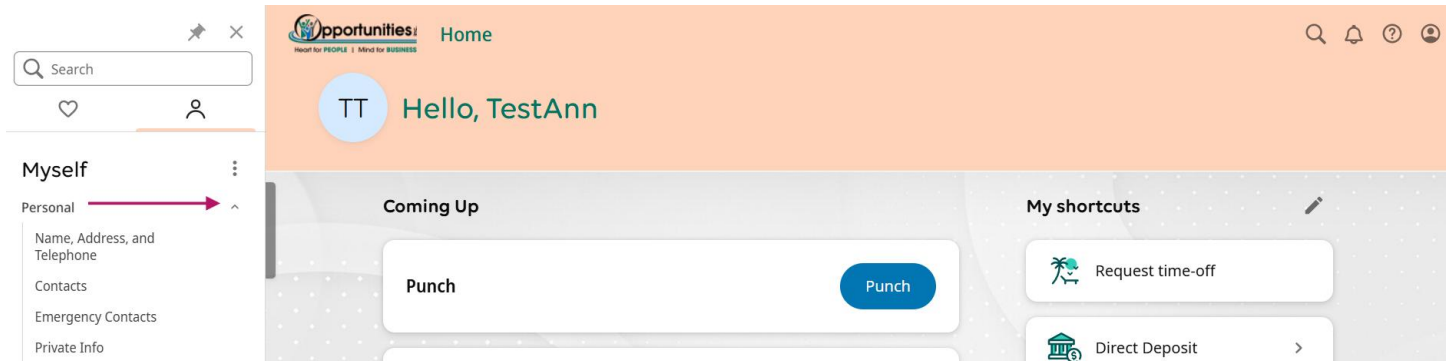
To view pay information


Myself > select the down arrow next to Pay > view options

Tip: You may update direct deposit information here

The screenshot shows a dashboard with a sidebar on the left. The sidebar has a 'Myself' section with a list of options: Personal, My Company, Pay, Current Pay Statement, Pay History, YTD Summary, Total Compensation, Direct Deposit, Income Tax, U.S. Wage and Tax Statements, Workforce Management, Benefits, and Open Enrollment. A red arrow points to the 'Pay' option. The main dashboard area has a header with 'Hello, TestAnn' and a 'Coming Up' section with a 'Punch' button. There is also a 'My shortcuts' section with options like Request time-off, Direct Deposit, Contacts, Name, Address, and Tel..., and Income Tax.

Tip: You may update Name, Address, Phone, Emergency Contacts here



To sign out, press the  button (upper right corner above) and select Sign Out

END OF Step 3

7.25.2025aj