CenterPoint® Employee Portal

Important Information

When your employer provides you with a Company and Employee Code to register with CenterPoint Employee Portal, the following steps should be completed once to register.

- From a web browser, enter **https://employeeportal.redwingsoftware.com**. Click **Log In.**
- From the Log In screen, click **Create One!**
- Enter your **First Name** and **Last Name**. Enter an **Email** address and a **Confirm Email** (must match).
- Enter a **Password** and **Confirm Password**.
- Click **Create**. Check for an email from Red Wing Software in order to validate your newly created account by clicking the **here** link**.** Close your browser when you receive a Confirm email message.
- From the Employee Portal, on the Register screen, **Subscriber Code** and **Employee Code** along with the last 4 digits of your **SSN**.
- Click **Submit**.

Start CenterPoint Employee Portal

- From a web browser, enter **https://employeeportal.redwingsoftware.com**.
- Click **Log In**. Enter your **Email** and **Password** and click **Log In**.
- Select your **Company, Employer**, and **Manage Time For (Time Clock Company) if requested**, and then click **Select**.

Employee Portal Dashboard

- Start the Employee Portal. **T**he Dashboard displays common tasks that can be performed directly from the Dashboard tiles, for example, clocking in/out and requesting time off. Clicking the Name of a dashboard tile will bring you to the corresponding menu.

Start Time Clock

- Start the Employee Portal. From the menu on the left side of the screen select **Time Clock**.
- See the CenterPoint Time Clock for Employees Quick Reference for additional information

Start Publish Pay Advices

- Start the Employee Portal. From the menu on the left side of the screen select **Pay Advices**.
- See the Publish Pay Advices Quick Reference for additional information

Start Self-Serve

- Start the Employee Portal. From the menu on the left side of the screen select **Self-Serve**.
- See the Self-Serve Quick Reference for additional information

View Quick Links

- From the Employee Portal, on the menu on the left side of the screen, select **Quick Links**.
- On the right side of the screen view the links provided by your company to communicate information such as policies, benefits (i.e., health insurance, 401k, etc.)

View Announcements

- Start the Employee Portal. **Announcements** will display on the Dashboard when the Home menu is selected.

Log Out of Employee Portal

- From the Employee Portal, on the menu on the left side of the screen, select **Logout**.

Change Password

- Start the Employee Portal, on the menu on the left side of the screen, select **Settings** and then click **View Account**.
- **Change Password**.
- An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the **here** link.
- Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Forgotten Password

- From the Employee Portal, click **Log In**, and then click the **Forgot your Password?** link.
- Enter your **Email** address and click **Email Link**. An email will be sent to the address you provided.
- Open the Red Wing Software Reset Password email and click the **here** link.
- To reset your password, enter your **Email**, new **Password**, and **Confirm Password**, and then click **Reset**.

Change Notification Email

- From the Employee Portal, on the menu on the left side of the screen, select **Settings**.
- **Enable Text Message Notifications** - Click Change next to Text Notifications and follow the on-screen instructions to add/change your phone number and enable text notifications.
- **Email Notifications** - Click Change next to your current email. Enter your new Email Notifications email.

Register Additional Companies

- From the Employee Portal, on the menu on the left side of the screen, select **Settings**.
- Click **Register** next to your current Company.
- Enter the **Company Code** provided by your employer, your **Employee Code**, and then click **Register**.

Unregister a Company/Change Log In Email

- From the Employee Portal, on the menu on the left side of the screen, select **Settings**.
- Click **Unregister** next to your current Company.
- Confirm the **Company Code,** and then click **Unregister**.
- To create a new account using a new email address to log into CenterPoint Employee Portal, follow the Important Information section at the beginning of this document to register using the new email address.