CenterPoint® Employee Portal

Important Information

If you previously registered with CenterPoint Time Clock or Publish Pay Advices, you can log into Employee Portal with the same username and password. The steps in this section are not required.

If 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 your Email for an email from Red Wing Software, click the **here** link**.**
- From your web browser, click the **CenterPoint Employee Portal tab.** Click **Proceed.** Enter the **Company Code** and **Employee Code** from your employer, and the last 4-digits of your **Social Security Number.**
- 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**.

Start CenterPoint TIme Clock/Pay Advices

- From the Employee Portal, on the left side of the screen, select Time Clock or select Pay Advices.

View Announcements

- From the Employee Portal, Announcements will display on the right side of the screen when the Home menu is selected.

Update Personal Information

- From the Employee Portal, on the left side of the screen, select **Self-Serve**.
- Under Personal Information, click **Edit**, enter your changes on the Name and Address screen, and then click **Save**.

View Quick Links

- From the Employee Portal, 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.)

Update Federal/State Withholding

- From the Employee Portal, on the left side of the screen, select **Self-Serve**.
- Under Federal or State Withholding Information, click **Edit**, enter your changes on the Edit Federal/State Withholding screen. If you certify that your changes are true, correct and complete, select the check box, and then click **Save**.

Add Direct Deposit Allocations

- From the Employee Portal, on the left side of the screen, select **Self-Serve.**
- Under Direct Deposit Allocations, click **Add.** On the Add New
- Direct Deposit screen:
  - In the **Type** box, select **Checking** or **Savings**.
  - Enter the **Routing** and **Account Numbers** and then confirm the Routing and Account Numbers.
  - Select whether this is the primary allocation that will receive any unallocated funds.
  - Determine if the allocation to this account is a **Fixed Amount** or **Percentage** and then enter the **Amount** or **Percent**.
  - If you authorize your employer or its service or payroll provider, and the specified bank to deposit your net pay or portion thereof as indicated, into your account each period, select the check box.

Edit/Remove Direct Deposit Allocations

- From the Employee Portal, on the left side of the screen, select Self-Serve.
- Under Direct Deposit Information, click the down arrow next to the account, click **Edit**, enter your changes on the Edit Direct Deposit Allocation screen, and click **Save or** click **Remove** to remove the allocation, and then click **Yes**.

Pending Changes

- When personal, Federal/State Withholding or direct deposit allocation information are changed, an ! icon displays until your payroll administrator accepts the change. Click **Cancel Pending Changes** if you want to remove your changes.

Log Out of Employee Portal

- From the Employee Portal, in the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

Change Password

- From the Employee Portal, in the upper-right corner, click the down-arrow next to your name, select **View Account**, and then click **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 **Pass-word**, and **Confirm Password**, and then click **Reset**.

Change Notification Email

- From the Employee Portal, in the upper-right corner, click the down-arrow next to your name, and then select **Settings**. Click **Change** next to your current email.
- Enter your new **Email Notifications** email.

Register Additional Companies

- From the Employee Portal, in the upper-right corner, click the down-arrow next to your name, and then 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, in the upper-right corner, click the down-arrow next to your name, and then 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.