



EZ Electric Employee Portal Instructions

The employee portal is located at: www.ez-electric.com

- 1) Select Employee Central
- 2) Select Login
 - Your user name will be the first initial of your first name followed by your entire last name
 - Example: Tanya Martin = tmartin
 - Your password will be the same as the above but add the last 4 digits of your Social Security number
 - Example: tmartin1234
- 3) Select Login

Once you are in the portal, if you would like to change your password you may do so by:

- 1) Locating your username in the upper left hand corner of the page, select Edit My Profile
- 2) Under the “About Yourself” section, locate New Password
- 3) Enter your new password in the first box
- 4) Enter your new password again in the second box
- 5) Select Update Profile

If you don’t have a company email address and would like to provide us with your personal email address you may do so by:

- 1) Locating your username in the upper left hand corner of the page, Selected Edit My Profile
- 2) Under the “Contact Info” section, locate email
- 3) Delete the email address currently store and enter your personal email address
- 4) Select Update Profile

Further Assistance:

If you have any questions or need assistance with the company portal, please contact Tanya Martin at 916-218-3804 or tmartin@ez-electric.com