



NETCLIENT ONLINE EMPLOYEE PORTAL REGISTRATION AND USER GUIDE

******Please note that AEM Workforce Solutions must have a current email address on file for an employee to begin the registration process.******

Registration:

First time registration is sent out shortly after the employee's first day. Please follow the links and prompts to get setup.

Ongoing Login link: <https://secure.netlinksolution.com/nextgen/>

Activating Self-Service Login:

After the employee receives the registration email, they can activate their Employee Self-Service account as follows.

1. Open the registration email and then click the "Register" link in the message.
2. In the NetClient CS page, enter a unique ID and password to use as your Employee Self-Service login. (The password must be between 7 and 50 characters, and at least one character must be a number.) Show screen.
3. Click OK. NetClient CS verifies the employee's credentials and completes the activation.
4. The NetClient CS login page opens. The employee can access their Employee Self-Service portal by entering their login and password information and then clicking the Login button.

Viewing a Pay Stub:

Once the employee activates their Employee Self-Service account, they can log in anytime to view or print their paycheck stub information.

1. Log in to the Employee Self-Service account through <https://secure.netlinksolution.com/nextgen>
2. Click the My Check Stubs portlet to view a list of uploaded paychecks.
3. Select the paycheck to view or print.

Forgotten Password:

1. Click on "Forgot Password?" on login screen. Username is typically email address.
2. Follow prompts to reset password.