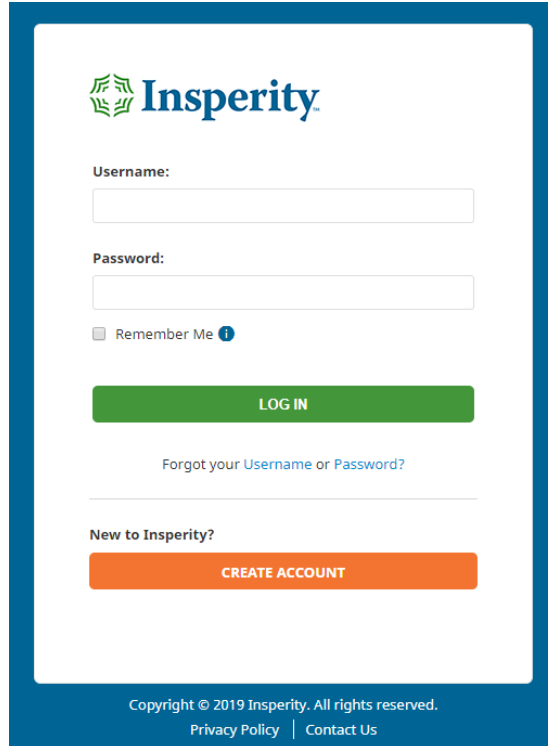


## Creating a Insperity Premier user account

### Steps to create an Insperity Premier Account

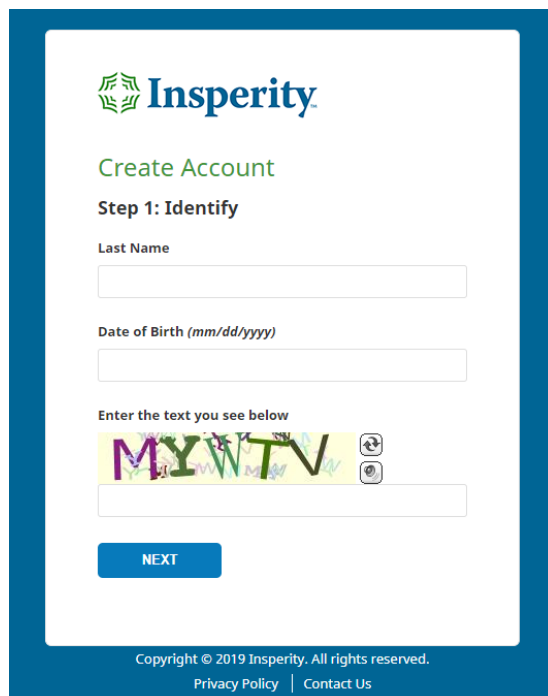
- Navigate to url: <https://portal.insperity.com/>
- Click the **Create Account** button.



The image shows the Insperity login and account creation page. At the top is the Insperity logo. Below it are two input fields for 'Username:' and 'Password:'. There is a checkbox for 'Remember Me' with an information icon. A green 'LOG IN' button is present. Below the button is a link for 'Forgot your Username or Password?'. Further down, under the heading 'New to Insperity?', is an orange 'CREATE ACCOUNT' button. At the bottom, there is a copyright notice: 'Copyright © 2019 Insperity. All rights reserved.' and links for 'Privacy Policy' and 'Contact Us'.

### Step 1: Identify

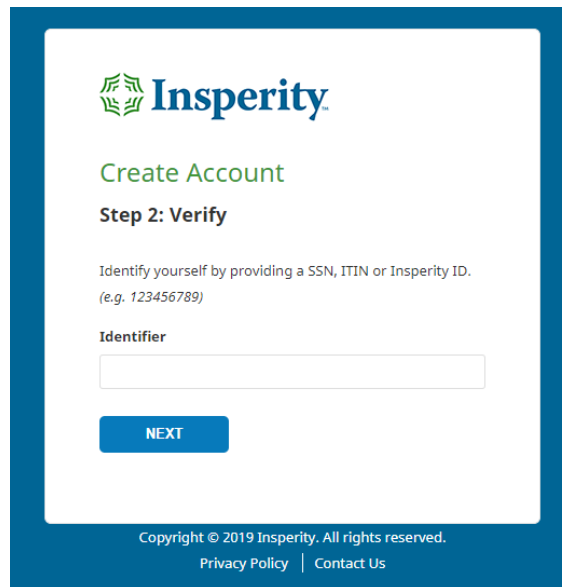
- Enter your Last Name, Date of Birth (mm/dd/yyyy) then, enter the security CAPTCHA text in the bottom field.




The image shows the 'Create Account' page, specifically 'Step 1: Identify'. It features the Insperity logo and the heading 'Create Account'. Below this is 'Step 1: Identify'. There are three input fields: 'Last Name', 'Date of Birth (mm/dd/yyyy)', and a CAPTCHA field. The CAPTCHA field contains the text 'MYWTV' and a small icon. A blue 'NEXT' button is at the bottom. At the bottom of the page, there is a copyright notice: 'Copyright © 2019 Insperity. All rights reserved.' and links for 'Privacy Policy' and 'Contact Us'.

### Step 2: Verify

- Enter your Insperity Employee ID.



The form is titled "Create Account" and "Step 2: Verify". It instructs the user to identify themselves by providing a SSN, ITIN, or Insperity ID, with an example (e.g. 123456789). There is a text input field labeled "Identifier" and a blue "NEXT" button. The footer contains copyright information and links to Privacy Policy and Contact Us.

 **Insperity**

Create Account

**Step 2: Verify**

Identify yourself by providing a SSN, ITIN or Insperity ID.  
(e.g. 123456789)

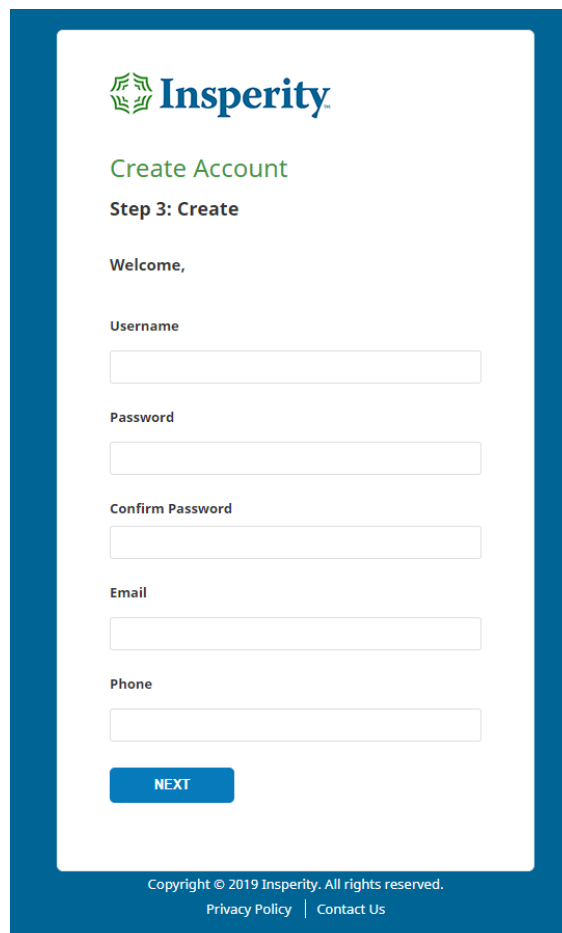
Identifier

NEXT


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### Step 3: Create

- Enter your desired Username, Password, Email, and Phone Number.



The form is titled "Create Account" and "Step 3: Create". It includes fields for Username, Password, Confirm Password, Email, and Phone. There is a blue "NEXT" button. The footer contains copyright information and links to Privacy Policy and Contact Us.

 **Insperity**

Create Account

**Step 3: Create**

Welcome,

Username

Password

Confirm Password

Email

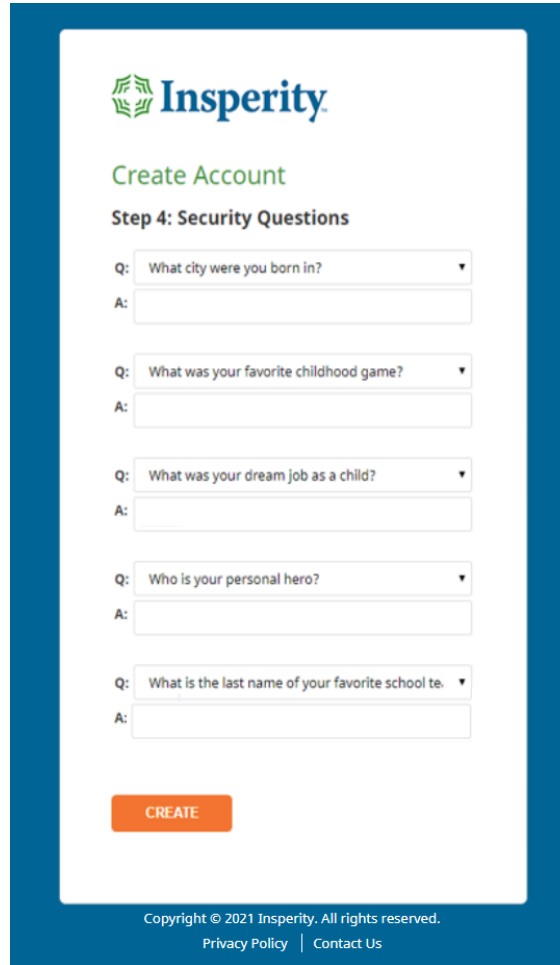
Phone

NEXT

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#### Step 4: Security Questions

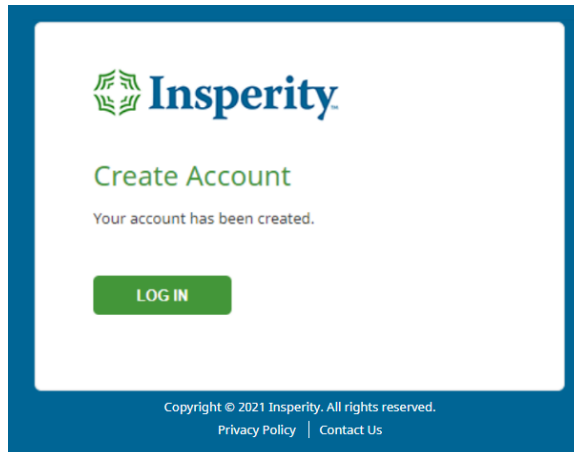
- Your account requires 5 security questions of your selection and an answer for each.



The screenshot shows the 'Create Account' page for Step 4: Security Questions. It features the Insperity logo at the top, followed by the heading 'Create Account' and 'Step 4: Security Questions'. There are five question-and-answer pairs, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'What city were you born in?', 'What was your favorite childhood game?', 'What was your dream job as a child?', 'Who is your personal hero?', and 'What is the last name of your favorite school teacher?'. At the bottom of the form is an orange 'CREATE' button. Below the form, there is a copyright notice: 'Copyright © 2021 Insperity. All rights reserved.' and links for 'Privacy Policy' and 'Contact Us'.

#### Step 5: Your account has been created

- Click the **Log In** button to log in.



The screenshot shows the 'Create Account' page after the account has been created. It features the Insperity logo at the top, followed by the heading 'Create Account' and the message 'Your account has been created.' Below this message is a green 'LOG IN' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2021 Insperity. All rights reserved.' and links for 'Privacy Policy' and 'Contact Us'.