#### **ESCAPE EMPLOYEE PORTAL**

The 'Escape Online Employee Portal' allows you to view your personal/emergency contact info, pay stubs, W2s, etc. Even more, it allows you to update your contact information, and submit revised tax withholding documents (with a nifty payroll calculator that shows how the changes you're considering will affect your net pay).

Please send Mrs. Heraty an e-mail if you:

- Receive an error "Information given does not match any records on file" when creating a portal account (your work or personal e-mail address may be incorrect/incomplete)
- Notice <u>incorrect</u> data in the portal that needs to be updated, such as personal or work email, home address, or home phone

Escape doesn't have a mobile app currently, however, the portal is mobile friendly and can also be viewed from your smartphone or tablet.

#### TO CREATE YOUR ACCOUNT:

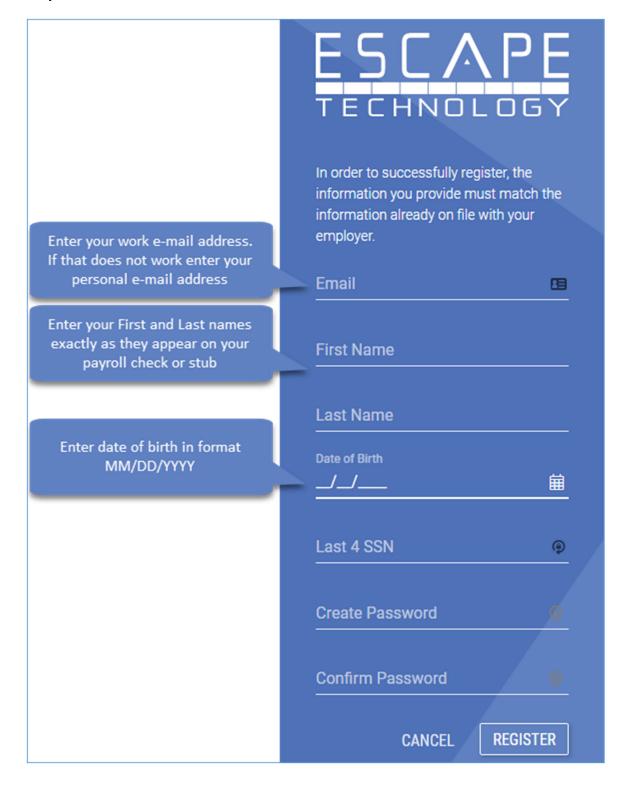
Go to <a href="https://sutterportal.xcoe.online">https://sutterportal.xcoe.online</a> and then follow the steps below.

### Step 1:

Select 'Create new user'



## Step 2:



# Step 3:

After successfully registering, you should instantly receive an e-mail from "<a href="mailto:EscapeNotification@sutter.k12.ca.us">EscapeNotification@sutter.k12.ca.us</a>" at the address you used to register with a confirmation code that <a href="mailto:must">must</a> be entered within 5 minutes. (Please check junk folders as well)

