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 e-mail, 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 https://sutterportal.xcoe.online and then follow the steps below.

Step 1:

Select 'Create new user'

Step 2:

ESCAPE TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Enter your work e-mail address. If that does not work enter your personal e-mail address

Email

Enter your First and Last names exactly as they appear on your payroll check or stub

First Name

Last Name

Enter date of birth in format MM/DD/YYYY

Date of Birth
__/__/____

Last 4 SSN

Create Password

Confirm Password

CANCEL   REGISTER

Step 3:

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