INVO PEO

innovative national value outsourcing

Setting Up Your Employee Account

The INVO PEO online web portal provides employees access to personal information, such as pay history, tax status, and PTO requests.

To access this system, visit: **https://invopeo.com/employee**

Setting Up Your Account

- If this is your first-time logging into the system, select the 'Register' button located next to the 'Log In' button.
- If this is not your first time logging in, and you need help retrieving your username or password, select 'Forgot Username?' or 'Forgot Password?'.

Registration

- All fields are required.
- Your Last Name, SSN, and email address link your account to your employee information.
- It is important to choose a username you will remember. For example, an email address.
- Your password must meet the minimum listed requirements.
- When your registration form is complete, select 'Register' at the bottom left.
- You are now an active user and can begin using the Employee Portal. If you have any questions, contact your Worksite Manager.

Navigating the Employee Portal

- Dashboard: Allows you to go back to the Home Screen.
- Personal: Allows you to see basic employment information, update personal information, contact information, and address.
- Benefits: Allows you to view your current benefits including Medical Plans, Flexible Spending Accounts, and Retirement Plans.
- Pay: Allows you to view pay history, reprint pay stubs, and make changes to your direct deposit information.
- Documents: Allows you to view your employee documents.
- Events: Allows you to view current and upcoming events.
- Taxes: Allows you to make changes to your tax status and allowances, reprint your W-2's, and elect for electronic W-2's (see instruction sheet 'How to Elect for an Electronic W-2').
- To change your password, click on the icon with your initial in the upper right-hand corner. Then click Change Password and follow the prompted steps.

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Username

Password

Log In   Register

Forgot Username?   Forgot Password?

New User Registration
* Last Name

* Social Security Number (EIN Also Accepted)

* Personal Email

* Username Required

* Password required

Password Must
◉ be at least 8 characters in length
◉ contain at least 1 number
◉ contain at least 1 uppercase letter
◉ contain at least 1 lowercase letter
* Confirm Password does not match

Register   Return To Login

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🏠 Dashboard

👤 Personal   >

💗 Benefits   >

$ Pay   >

📄 Documents

📅 Events

🏛 Taxes   >

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Change Password   Log Out