

Portal Self Registration

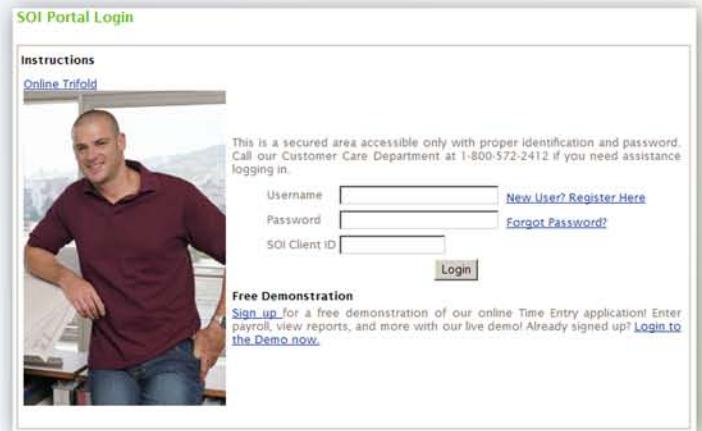
Follow these simple steps to register your own user name and password and start using our suite of employee applications available from the SOI Portal.



Log On

Log on to our website at www.soi.com and click the Login button at the top of the screen

Enter
Select "New User? Register Here" to access the registration form screen



Sign Up

Enter the following information available from your paycheck as shown:



SOI Client ID

Employee ID

Name, Email and DOB

Click the Register button to submit the application

Finish

An activation email will be sent to the email address provided containing the SOI Portal login information

Click the link to verify the new account and complete registration

