

Welcome to LAUNCHPAD.

The Launchpad Employee Portal makes it easy for you to access the information you need, when you need it - from electronic pay stubs, to tax withholding information and more.

First-Time Access Instructions – 4 Easy Steps:

Note: If you already have an e-mail address on file with Congruity, you should be receiving a communication containing your new login credentials, as well as a link to access the system. *If not* -

- 1) Visit www.congruityhr.com and click the “LAUNCHPAD” button found on the right-hand side of the main menu bar.
- 2) Click the light blue “Employee Login” button.
- 3) Enter your *username* by combining the:
 - a) First 4 letters of your last name (unless your name is shorter),
 - b) First 3 letters of your first name (unless your name is shorter), and
 - c) The last 4 digits of your SSN#.

For Example: James Connors = Connjam4465
- 4) Enter your *temporary password*: Your full SSN# without dashes. Once inside, you will be prompted to create a new password.

Still Need Help? For assistance, please contact Congruity customer support at: 844.247.4100 or info@congruityhr.com.

