

# Logging in to the Portal

1. Go to <https://fwportal.wegnercpas.com>

**Select Company**

Company  
FW Consulting - DHFS, LLC

User Name or Employee ID  
Password

Login Forgot Password

OR

Create New User

Powered by CYMA Systems®

Select FW Consulting – DHFS, LLC from the drop down menu

- 2.

**Select Company**

Company  
FW Consulting - DHFS, LLC

**Login to ESS Portal** ? Help

User Name or Employee ID  
KSERPE

Password  
\*\*\*\*\*

Login Forgot Password

OR

Create New User

Powered by CYMA Systems®

Enter your User Name or Employee ID and Password

Click Login

- 3.

Thursday, June 01, 2017

**User Info** ? Help

You are logged in as:  
KSERPE (KATE SERPE)  
Client: 999000 (TEST)

Logout | Change Password

If you work for multiple employers, the employer number and name will be listed in the top right corner of your Home screen after you've logged in

- 4.