

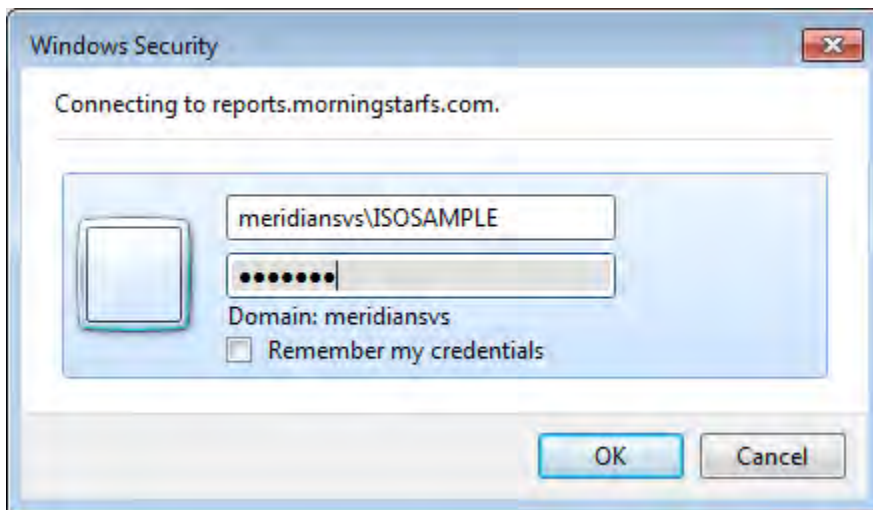
Orion ISO Web Portal

The web portal is best used with Internet Explorer. Using other browsers may cause the portal to not function properly.

Access the web portal from Orion ISO's website:

www.orioniso.com

1. CLICK on "View Expense Summaries" under the Resource Center
2. The Windows Security pop-window below will display.
3. Enter: **meridiansvs\username** and the password provided to you by Orion ISO. (for example: see below)



4. CLICK on "Minnesota" folder

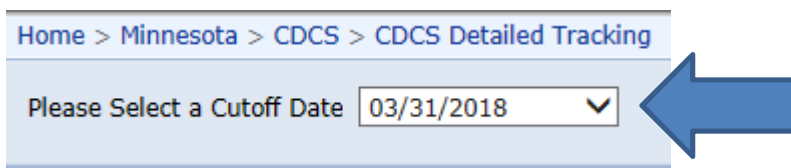


5. CLICK on your Program folder. (please note this illustration is showing all available programs)

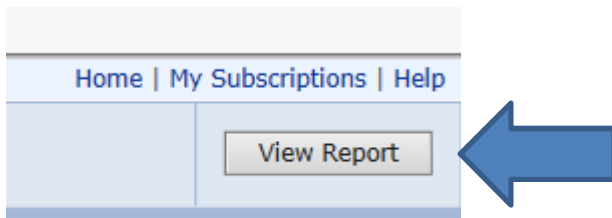


- This will bring you to the available reports screen. Simply select the report you wish to run. Choose the "Cutoff Date" from the drop down in the upper left hand corner.

Please note: you are choosing the date for which payroll and expenses are paid out through. The below example will show anything paid out through 3/31/2018, which would include payroll through 3/15/2018. To view expenses and payroll through 3/31/2018, please select 4/15/2018 from the drop down.



- Once you have selected a date, click "View Report" in the upper right hand corner.



Please note: If you are using Google Chrome, the report screen will remain blank once the Loading window closes. This is due to the interface with Google Chrome. Simply click on the Blue Export button and select the program you would like to use to open and view the report.

