

Personal Information

Please complete all of the information requested, change your password and click "OK" to save changes.

Note: If you would like a shorter login name try creating an "alias"*. You will be able to log in with you email address or your "alias" at any time in the future.

*You must change your default password to add an alias

Make sure your email address is correct so you can get system alerts and updates.

Personal Information
✕

Username: Manager

Username Alias:

New Password:

Confirm New Password:

First Name:

Last Name:

Address:

Address 2:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Fax:

Email:

⏪
✔ OK
✖ Cancel
📎 Uploaded Documents

You can also upload and view Personal and Human Resource Documents, such as 1099's, W-2's, ID etc.

Here is where you can view and upload new documents.

To view a document click "Open"

To Delete a document click "Delete"

To upload a new document click "Upload Document"

Documents Uploaded
✕

Description	Size	Uploaded On	Actions
Personal Info Training	111.11 KB	03-31-2009 05:54 PM	Open Delete

⏪
Page Size: 25
1-1
⏩
✔ OK
📎 Upload New Document

To upload a documents either choose a description from the drop down list or type your own description. Click "Browse" and find the document on your computer and click "Upload". You will see the white progress bar turn green.

Maximum Document size is 35 MB

Upload a New Document [X]

What are you uploading?: Other - Please Type Description Below ▾

Brief Description: [Text Field]

File to Upload: [Text Field] [Browse...] [Upload]

[Cancel]