

Enroll . . . Anytime, Anywhere, Anyone!

EasyAppsOnline

## EasyAppsOnline Employee Quick Start - Ver. 3.0 (Rev. 11/14/2008) (With Census Upload)

### Opening EasyAppsOnline

1. Open Internet Explorer and go to
2. When EasyAppsOnline opens, enter your default username and password.

Your default username is the *first 2 characters of your first name and the first 6 characters of your last name* (if your last name is less than 6 characters, use all letters of your last name).

Your default password is *password*.

3. Create a new password and click Save.
4. Click on the Apply on-line button to start the enrollment process.
5. Select Yes to the System Requirement Agreement page.
6. Complete the enrollment pages.
7. Sign your signature in the signature box using your mouse.
8. Congratulations. You have completed the enrollment process.
9. Click the Main Menu button to return to the Main Menu.
10. Log off EasyAppsOnline and close browser window to protect your personal data.



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