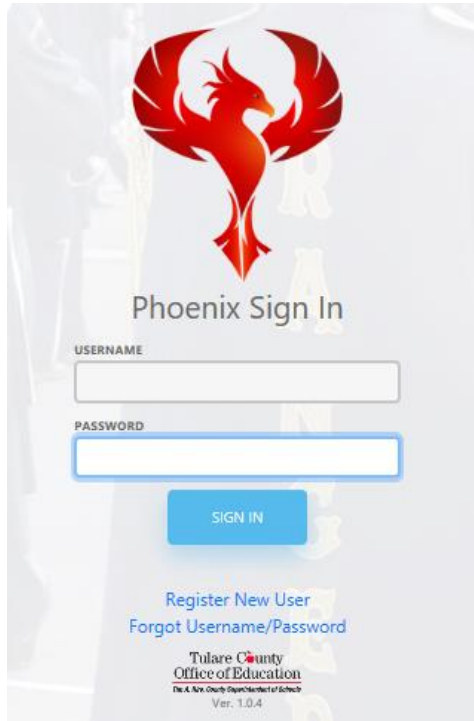


HOW TO REGISTER FOR EPORTAL

<https://eportal.tcoe.org/>

Contact the HR department for your PIN number before completing the steps below.

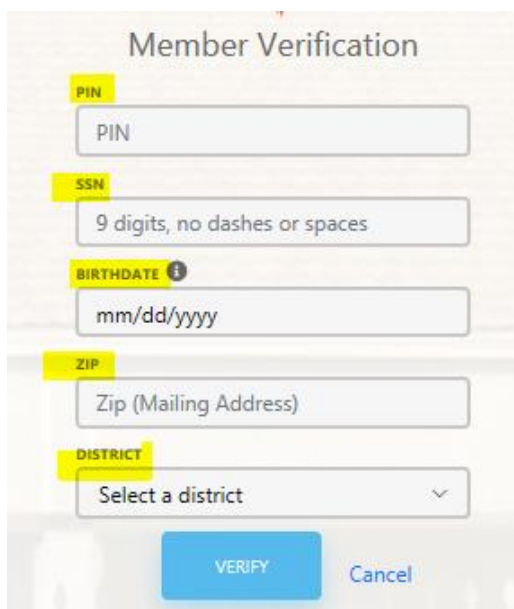


The image shows the 'Phoenix Sign In' login page. At the top is a red phoenix logo. Below it, the text 'Phoenix Sign In' is centered. There are two input fields: 'USERNAME' and 'PASSWORD'. Below the password field is a blue 'SIGN IN' button. At the bottom, there are links for 'Register New User' and 'Forgot Username/Password'. The footer includes the Tulare County Office of Education logo and the text 'The A. Gary Owens Open-Minded School' and 'Ver. 1.0.4'.

- Register New User
- Forgot Username/Password

When you first register with Phoenix Eportal, you will want to write down your PIN number, Username, and Password.

NEW USERS:



The image shows the 'Member Verification' form. It has five input fields: 'PIN', 'SSN', 'BIRTHDATE', 'ZIP', and 'DISTRICT'. The 'PIN' field is labeled 'PIN'. The 'SSN' field is labeled 'SSN' and has a hint '9 digits, no dashes or spaces'. The 'BIRTHDATE' field is labeled 'BIRTHDATE' and has a hint 'mm/dd/yyyy'. The 'ZIP' field is labeled 'ZIP' and has a hint 'Zip (Mailing Address)'. The 'DISTRICT' field is labeled 'DISTRICT' and has a hint 'Select a district'. At the bottom, there are two buttons: 'VERIFY' and 'Cancel'.

Zip code= your mailing zip code

Register New Member

USERNAME ⓘ

Username

PASSWORD ⓘ

Password

CONFIRM PASSWORD

Confirm Password

EMAIL

Email

CONFIRM EMAIL

Confirm Email

Security Questions
Select three (3) different questions

QUESTION 1

1 - What was the name of your elementary ▾

Your Answer

QUESTION 2

2 - In what city or town does your nearest : ▾

Your Answer

QUESTION 3

3 - What is your mother's maiden name? ▾

Your Answer

REGISTER Cancel

***Username Criteria:** Must be at least four (4) characters in length and cannot contain consecutive white spaces.

***Password Criteria:** Must be at least eight (8) characters in length, cannot contain the username, and must contain at least one (1) of each of the following:

- Uppercase letter (A-Z)
- Lowercase letter (a-z)
- Numeric digit (0-9)
- Special character (@, %, #, &, etc.)

*Click the **Consent tab** and select YES to paystubs and W-2's. If you select No, you will not have access to view online.

Automatic Paid Deposit (APD) / Payroll Stub

Please select the check below to indicate whether you want to receive any future APD/Payroll Stub electronically or in a paper version. If you select to receive an electronic version of your APDs and subsequently decide to revoke your selection, you must return to this page and uncheck the box. If you consent to receive your APD/Payroll Stub electronically, you will not receive any future paper version of your APD(s)/Payroll Stub(s). You agree to be responsible to print all copies necessary. If you do not consent to receive your APD/Payroll Stub electronically, you will receive a paper version of any future APD(s)/Payroll Stub(s).

I consent to receive any future APD(s)/Payroll Stub electronically I acknowledge and understand the instructions provided to me.

 YES NO

Electronic W-2

Please select the check below to indicate whether you want to receive your W-2 electronically or a paper version. If you select to receive an electronic version of your W-2 form and subsequently decide to revoke your selection, you must return to this page and uncheck the box. If you consent to receive your W-2 electronically, you will not receive a paper version of your W-2. You agree to be responsible to print all copies necessary for tax filing and any other purposes. If you do not consent to receive your W-2 electronically, a paper version will be printed and mailed to you each year.

- Your W-2 can be accessed using any computer with internet access.
- You may retrieve your W-2 form via "W-2 Forms" tab within this Employee Portal.
- Your electronic W-2 will be available by January 31 each year that your consent is in force.
- If you file your tax returns on paper, you will be required to print multiple copies of the electronic W-2 and attach it to your federal, state and local income tax returns.
- Federal Regulations require that your current year W-2 be available online until October 15th of the current year. Current and past W-2 forms will remain to be available until you decide to revoke your consent selection or this service is no longer supported.

If you check the box below to receive your W-2 electronically, your selection will be valid all subsequent years unless revoked by you, this service is not supported in a future tax year.

If after consenting to receive your W-2 electronically in any year, you decide to receive a paper version you must uncheck the box below before January 15th. Any revocation of consent after this date will be effective for subsequent tax years.

If you wish to receive a paper copy of your W-2 after the January 15th deadline, you must first revoke your consent by returning to this page and unchecking the box. Then you must submit a "Request for IRS Form W-2" to your payroll department for processing. No paper copies of W-2's will be printed for any employee who has elected to receive their W-2 electronically.

I consent to receive W-2 electronically I understand the instructions provided to me for accessing and printing my electronic W-2 form.

 YES NO

User Information- Change password and security questions

Basic Information- Personal info and Emergency contacts; we do not have access to update this at this time.

HR Information- Employee information; we do not have access to update this at this time.

Payroll Information- Payroll History and W-2 Forms