

EASE Access Instructions

EASE Access

STEP 1 – Browse to <https://fcusd.ease.com>

STEP 2 – Login ←NOTE: This is not your standard FCUSD username and password, it's local to the app. If you forgot your password, proceed to EASE Password reset instructions below.

EASE Password Reset

STEP 1 – Browse to <https://fcusd.ease.com>

STEP 2 – Select **Forgot** in the password field.

STEP 3 – Enter your email and confirm.

STEP 4 – Check your email at <https://outlook.office.com> or the Outlook app. You should get a message from noreply@ease.com (**Folsom Cordova USD Benefits Management**). Select the **Forgot** link in the email.

STEP 5 – A webpage will open. Enter your email again and the system will email you another message with a one-time passcode in it.

STEP 6 – Select **Reset Password** from the email message. This will open a webpage.

STEP 7 -- Enter the last 4 of your social security number (SSN) and confirm.

STEP 8 – Enter your new passwords two times and then enter the code from the password reset email.

STEP 9 – The page should refresh, and you should see your current benefits.

