

## eFMLA Employee Instruction Guide

### A) Instructions that the employees/users get by email:

In accordance with the Family and Medical Leave Act ("FMLA"), we are providing you with electronic forms related to your recent, current, or upcoming leave. Please carefully review the information, and complete and submit any forms as requested.

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[Login to the Employee Portal](#) to view and/or complete your forms

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### New forms that are available:

- Cover Letter
  - Eligibility Notice
  - FMLA Policy
  - Family Member's Serious Health Condition
  - Etc.
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### \*\*\* HOW DO I ACCESS THE EMPLOYEE PORTAL? PLEASE READ BELOW \*\*\*

**How to access forms?** In order to access your forms, you will need to login to the eFMLA Employee Portal. New users that don't already have a login will see a "Set Your Account Password" link. If you don't see this link, you should already have an account. If you don't know or don't remember your password, please use the [Forgot Password](#) tool. Otherwise, click a form link above to access the portal with your login.


**New to the employee portal?** If this is the first time accessing your forms, you will need to click the "Set Your Account Password" link and an account will be created for you. Once logged in, you will be taken to your Employee Dashboard where you can access all your forms in one place.


**Forgot your password?** Remember, if an account already exists for you and you don't remember your password, please use the [Forgot Password](#) tool with your email address before contacting support.

**Need login assistance?** If you are having trouble with the Forgot Password tool, please email [support@efmla.com](mailto:support@efmla.com) or call (855) 488-FMLA (3652).




**Do not reply to this email.** This is an unmonitored address and replies to this email cannot be responded to or read. For inquiries relating to your FMLA leave, please contact your employer.

**B) Instructions on Employee Dashboard once Logged In Example:**



 **Logged in as Admin** - You are currently logged into this employee account as an admin. You can [logout](#) and you will return to your admin account.

 **Please click the link of the form you would like to view or complete.** Completion Status is tracked in the "Employee" and "Health Care Provider" columns. They indicate if each form has been completed by the employee or medical provider respectively.



**Symbol Key:** *(Note: Mouse over individual icons for more information.)*

-  - Form completed.
-  - Form not completed yet. Click on the associated form name below and follow the directions.
-  - You have completed your part of the form and the system is waiting for your Medical Provider's input.

**FMLA Request 4 - 07/11/2022 -** [View Leave](#) [Sent Email History](#) [More Info](#)

Form Name	Employee	Med Provider	Action
Designation Notice	View Only	N/A	<a href="#">View</a>
Eligibility Notice	View Only	N/A	<a href="#">View</a>
Employee's Serious Health Condition			<a href="#">Fill out form</a>

**FMLA Request 3 - 03/18/2022 -** [View Leave](#) [Sent Email History](#) [More Info](#)

Form Name	Employee	Med Provider	Action
FMLA Policy	View Only	N/A	<a href="#">View</a>
Family Member's Serious Health Condition			<a href="#">Fill out form</a>

**FMLA Request 1 - 07/29/2021 -** [View Leave](#) [Sent Email History](#) [More Info](#)

Form Name	Employee	Med Provider	Action
FMLA Policy	View Only	N/A	<a href="#">View</a>
Employee's Serious Health Condition			<a href="#">View</a>   <a href="#">Resend</a>