



EIS Update: Paperless Opt-in Settings

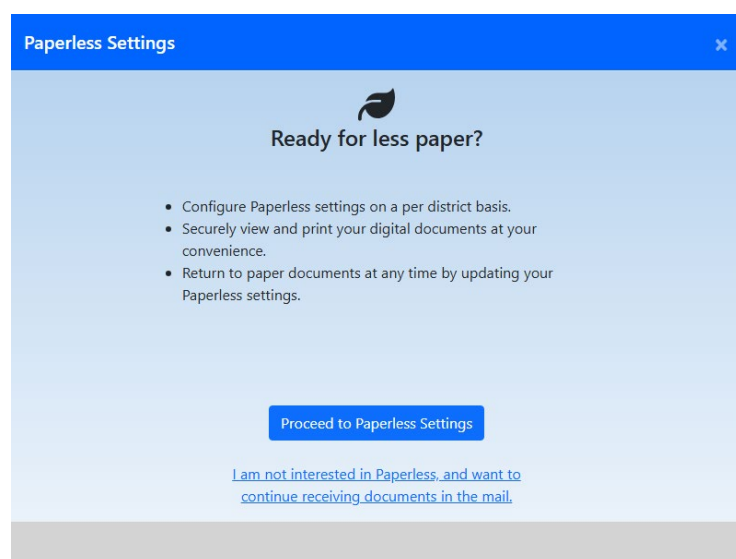
The Orange County Department of Education is thrilled to announce that the Employee Informational System, EIS, is moving to offer paperless options for the year end forms.

- Opting in to paperless year-end delivery means printed copies will not be mailed to the address on file; paperless documents will be provided only electronically.
- Regardless of paperless settings year-end documents will be made available online through the EIS portal once they are released.

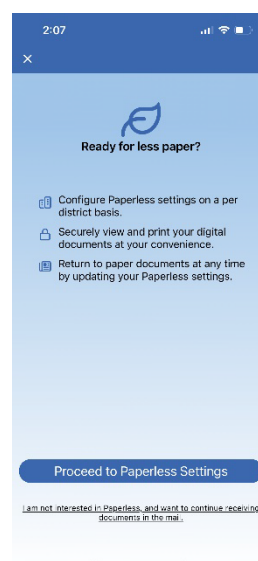
Paperless Settings Notification

A user's first login after the update will show a pop-up notification regarding Paperless Settings:

Webpage

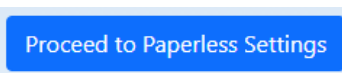


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A. Opting In:

- Users may select to “Proceed to Paperless Settings” to choose to opt in into paperless:



B. Opting Out:

- If a user is not interested, they may click the “I am not interested” link to proceed without opting into any paperless settings:

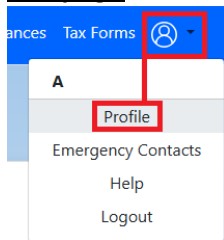
[I am not interested in Paperless, and want to continue receiving documents in the mail.](#)

Paperless Settings

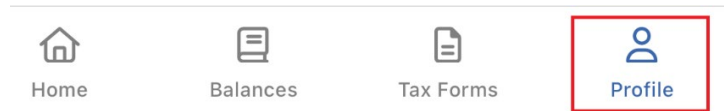
Users may update or adjust their paperless settings through their profile. This section allows users to opt into paperless or return to paper documents at their convenience.

1. Click the Person Icon and Select Profile:

Webpage



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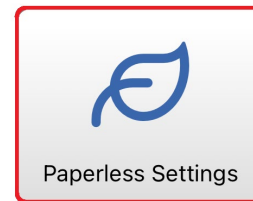


2. Click the Paperless Settings from the menu:

Webpage

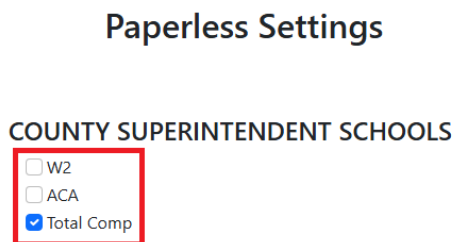
Change Email
Change Password
MFA Settings
Paperless Settings
Contact Information

Phone Application

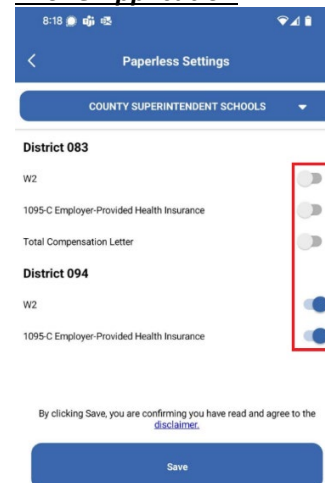


3. Users opt in by checking checkboxes or may return to paper documents by un-checking:

Webpage



Phone Application



By clicking Save you are confirming you've read and agree to the [disclaimer](#).

Save

By clicking Save, you are confirming you have read and agree to the [disclaimer](#).

Save

- a. **Please note users who have worked at multiple districts will see options on a per district basis as displayed above.**
4. Click Save to save the paperless settings
 - a. **Please note by selecting save users are agreeing to OCDE's paperless disclaimer. This can be accessed and reviewed through the "disclaimer" hyperlink below.**

By clicking Save you are confirming you've read and agree to the [disclaimer](#).

Save

If you have any questions regarding this system update, please contact your district office.