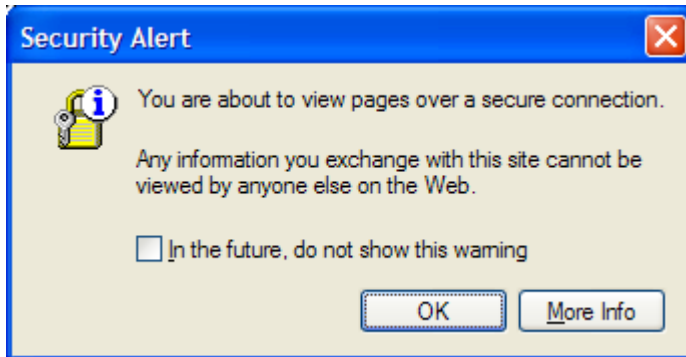


Welcome to eEmployee Access eVoucher

Step 1 Access Internet Explorer

Step 2 Go to **https://webapps.resa.net/employee_access**



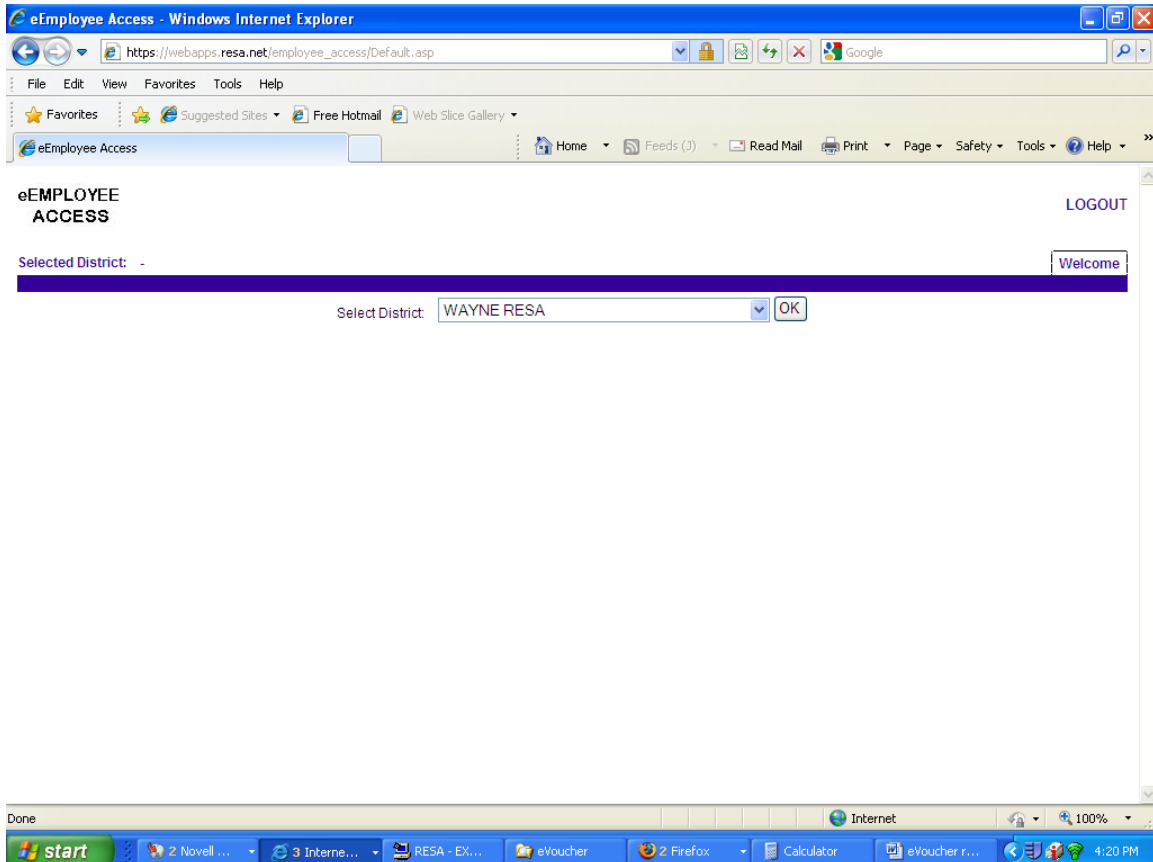
Press OK for Security Alert (you may/may not get this alert on your computer).



Click YES to security alert (you may/may not get this security alert on your computer)

Welcome to eEmployee Access eVoucher

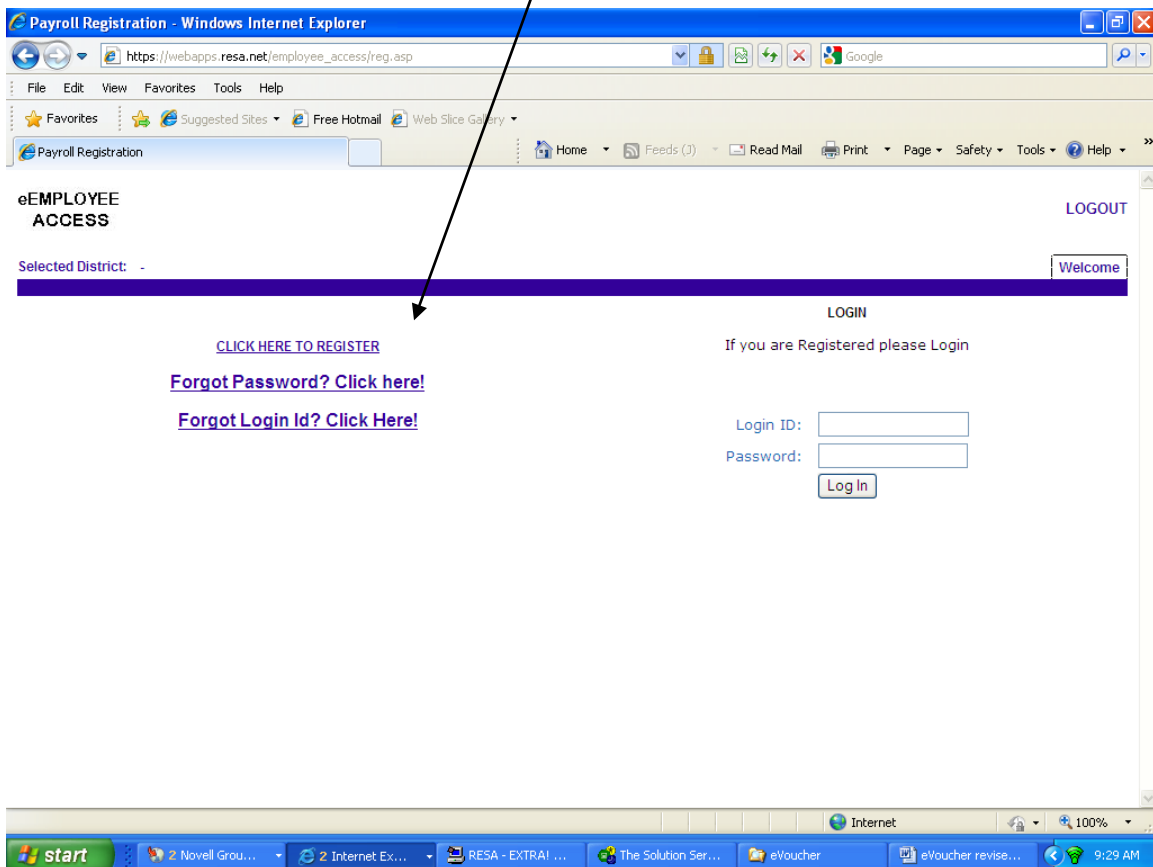
Step 3 Select your district. Click OK.



Welcome to eEmployee Access eVoucher

Step 4 Click on **Click Here to Register** if you do not have an id, otherwise skip to Step 6.

NOTE: If you are a teacher and already have a REP professional development website login ID proceed to Step 6 to login.



Welcome to eEmployee Access eVoucher

Step 5

To register, enter the information requested and click on **Submit**.

Employee ID is the 6 digit employee number that appears on the check stub.

Date of Birth: Must be entered as: **01/01/1925** (example)
Your birthdate

The screenshot shows a Microsoft Internet Explorer browser window titled "Employee Access - Microsoft Internet Explorer". The address bar displays "https://secure.resa.net/employee_access/payrolltest/register.asp". The page content includes a navigation bar with "Welcome", "eVoucher", and "Help" buttons. Below this is the "Account Registration" section, which lists required fields with red asterisks. The fields and their values are: Login ID: "DOEJ"; Password: "*****"; Confirm Password: "*****"; Employee ID: "123456"; Social: "****" (with a note "* (last 4 digits)"); Date Of Birth: "01/02/1967" (with a note "* (MM/DD/YYYY) format"); Phone Number: "734-334-1111"; Email Address: "doej@resa.net" (with a note "(in lowercase)"). At the bottom of the form are "Submit" and "Reset" buttons. The browser's status bar at the bottom shows "Done" and "Internet".

Selected District: WC - WAYNE RESA

Welcome eVoucher Help

Account Registration
Required fields (*)

Login ID: *

Password: *

Confirm Password: *

Employee ID: *

Social: * (last 4 digits)

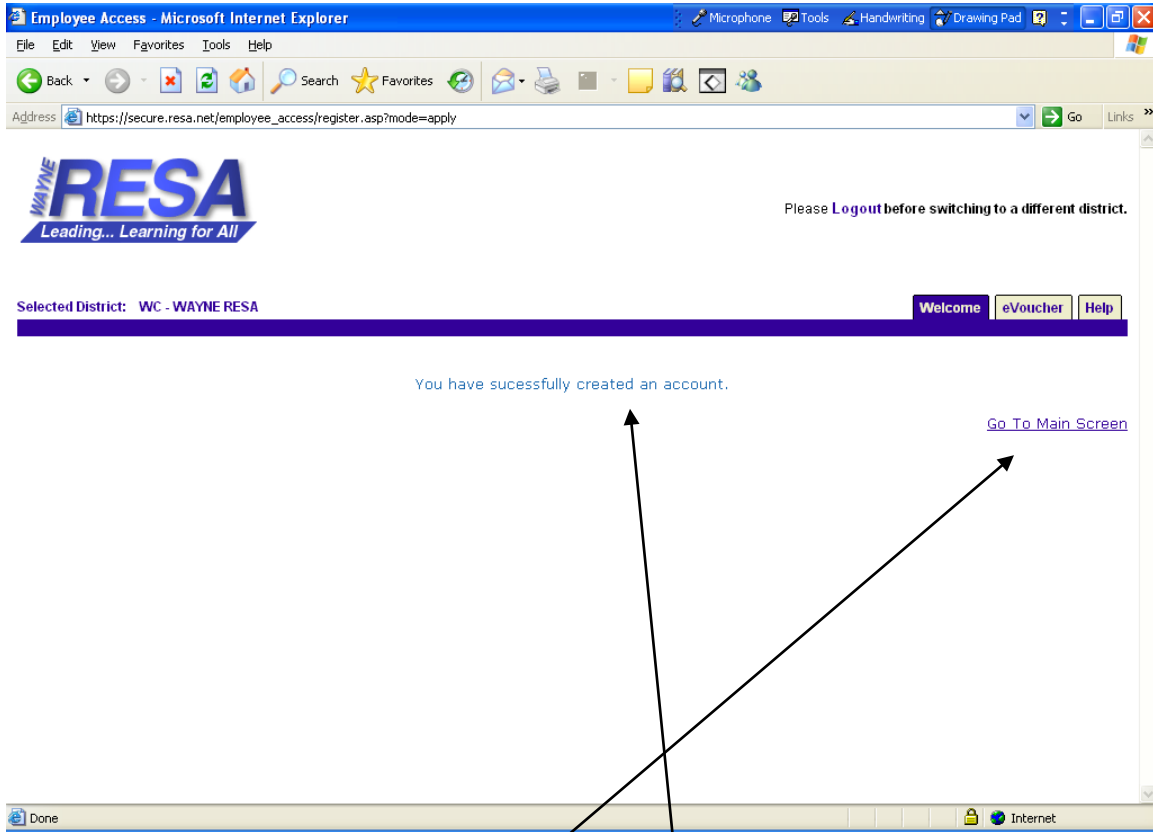
Date Of Birth: * (MM/DD/YYYY) format

Phone Number:

Email Address: (in lowercase)

Submit Reset

Welcome to eEmployee Access eVoucher

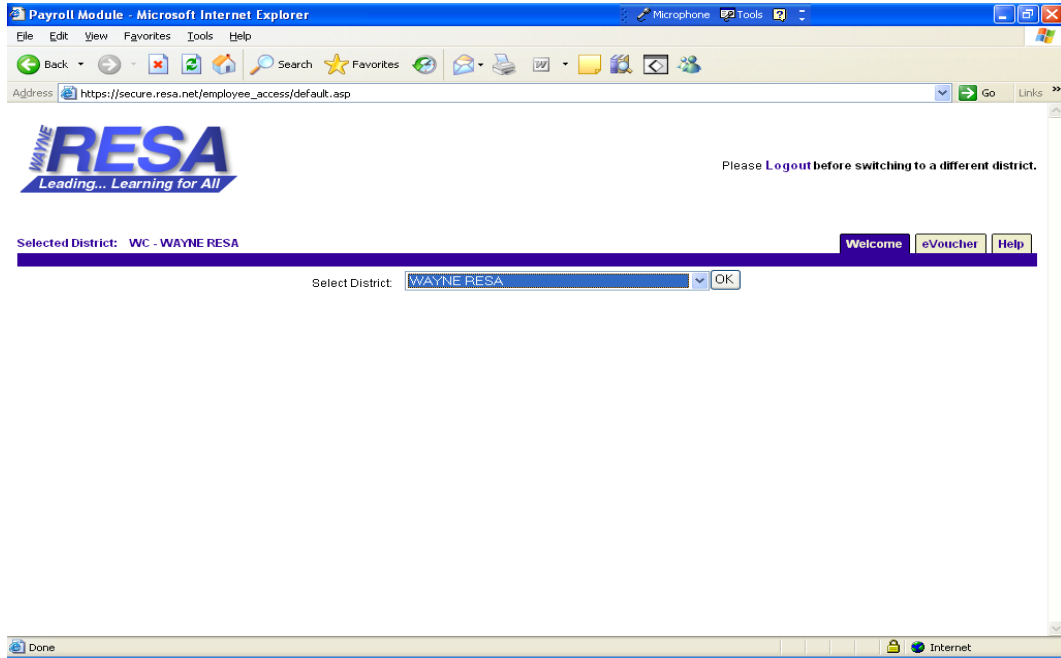


You will get the message “You have successfully created an account.”

Click on **Go to Main Screen** to login. (Located on right hand side of page)

Welcome to eEmployee Access eVoucher

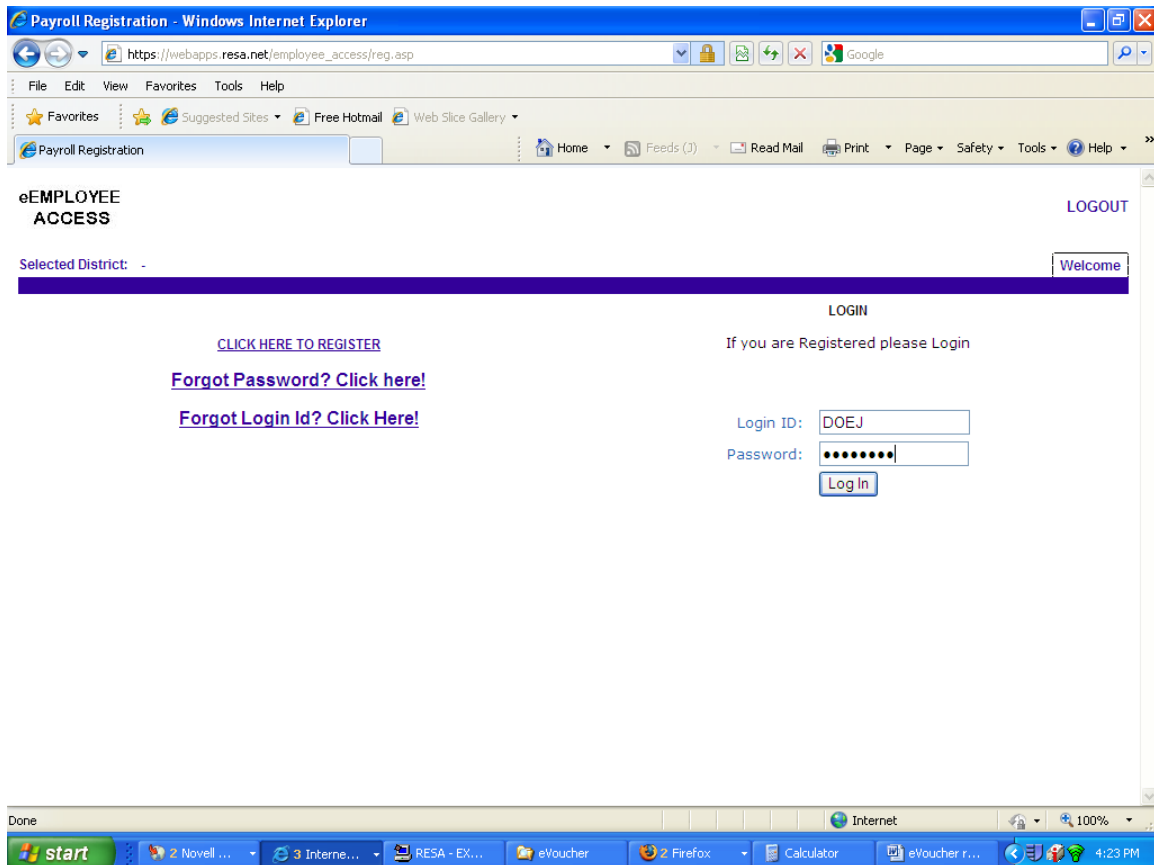
Step 6: Select your district, click OK.



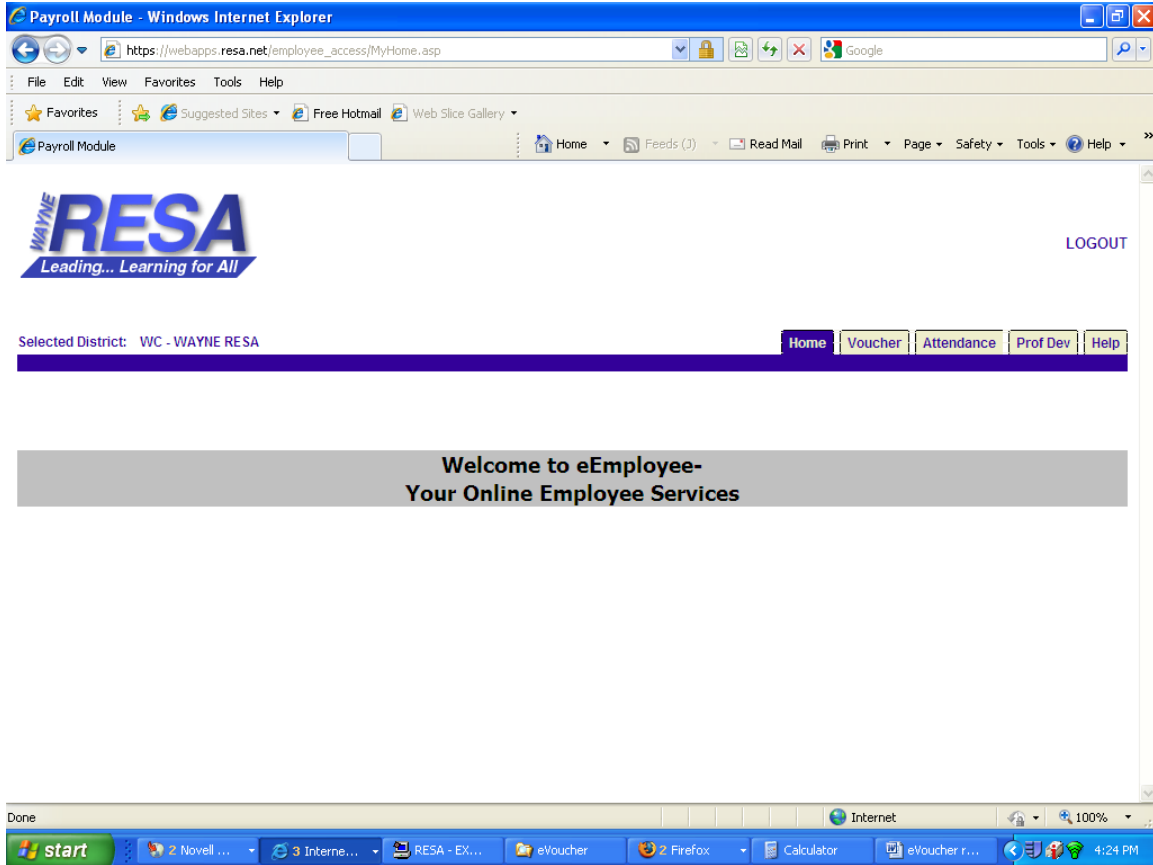
Welcome to eEmployee Access eVoucher

Step 7

Enter your Login Id and Password. Click **Log In**



Welcome to eEmployee Access eVoucher



Welcome to eEmployee

Welcome to eEmployee Access eVoucher

- Step 8: Make sure the Voucher tab is selected.
Select check date from pull down menu.
Click on **Logout on right hand side** of the screen when you are finished.

