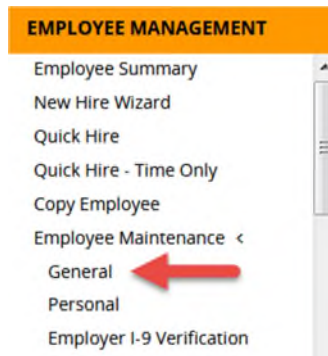


iSolved: Update Employee Self Service Email Address

Step 1: Open a browser window and go to <https://amcheck.myisolved.com>. Sign into iSolved with your username and password.



Step 2: Once you log on as a client user/admin, navigate to Employee Management > Employee Maintenance > General.



Step 3: Once on the General tab, select an employee from the employee list.

Step 4: Once the employee has been selected from the employee list:

- Scroll down to the Self Service Information area located on the bottom right hand corner.
- Uncheck the box next to **Enable Self Service Access**
- Click Save in the blue action bar.
- Enter in the new email address in the **Self Service Email box**
- Check the box next to **Enable Self Service Access**
- Click Save in the blue action bar.

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The screenshot shows the 'Self Service Information' form. It includes a text input field for 'Self Service Email' containing 'amcheckemployee@gmail.com'. Below this are two checkboxes: 'Enable Self Service Access' (checked) and 'Self Service Account Locked' (unchecked). A button labeled 'Uncheck and save to unlock account.' is at the bottom of the form. To the right is a dark blue action bar with 'Save' and 'Terminate' buttons. Red callout shapes labeled A through E point to specific elements: A points to the form title, B to the 'Self Service Account Locked' checkbox, C to the 'Save' button, D to the email input field, and E to the 'Enable Self Service Access' checkbox.

Step 4: The employee will receive an activation email to the new email address.