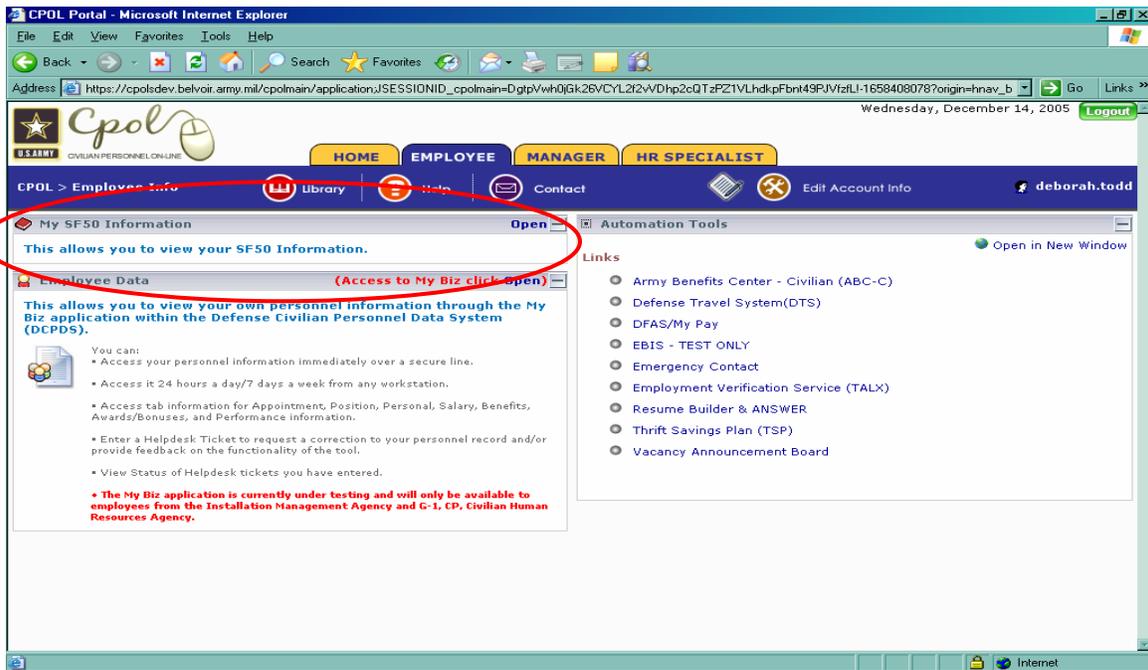
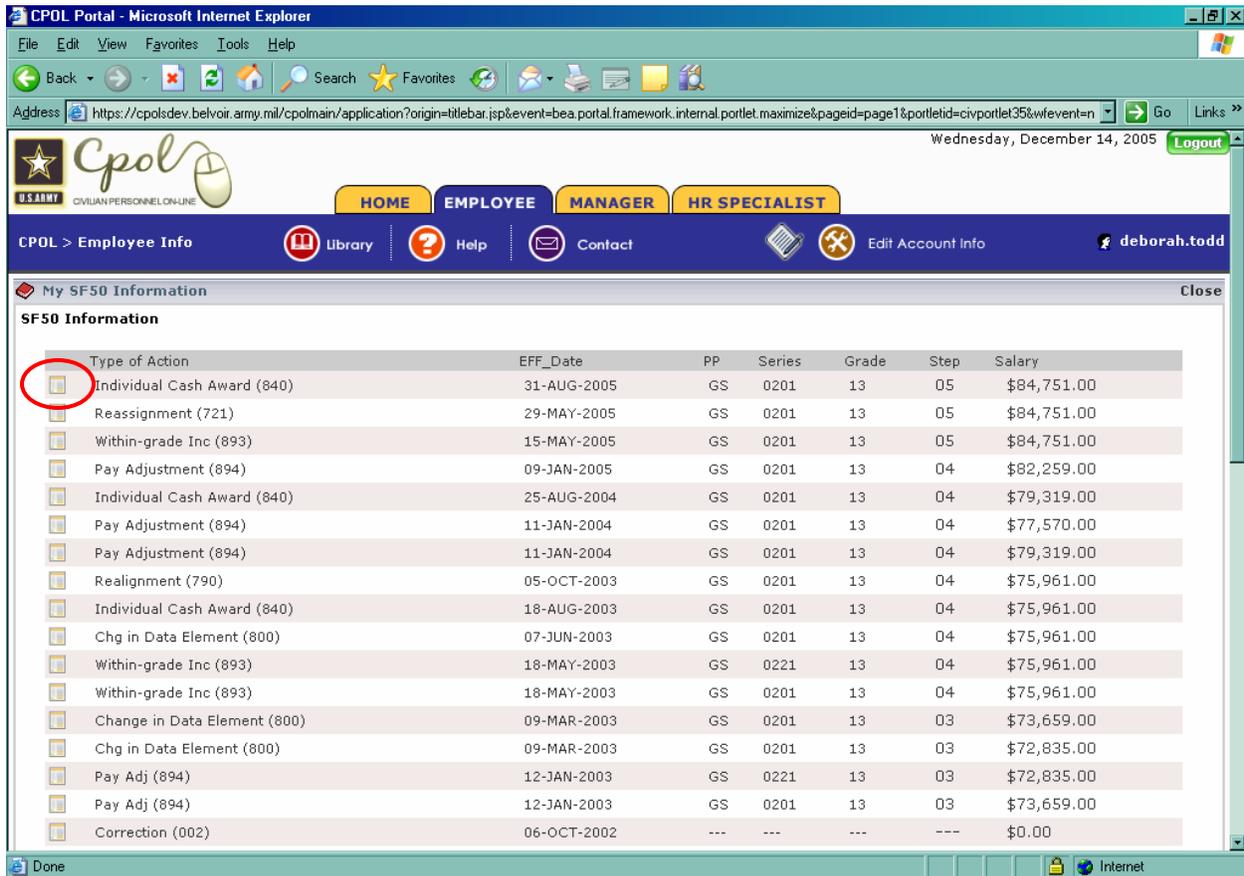


For the Employee:

Login to the Portal, click on Employee Tab
Click Open within the My SF 50 Information

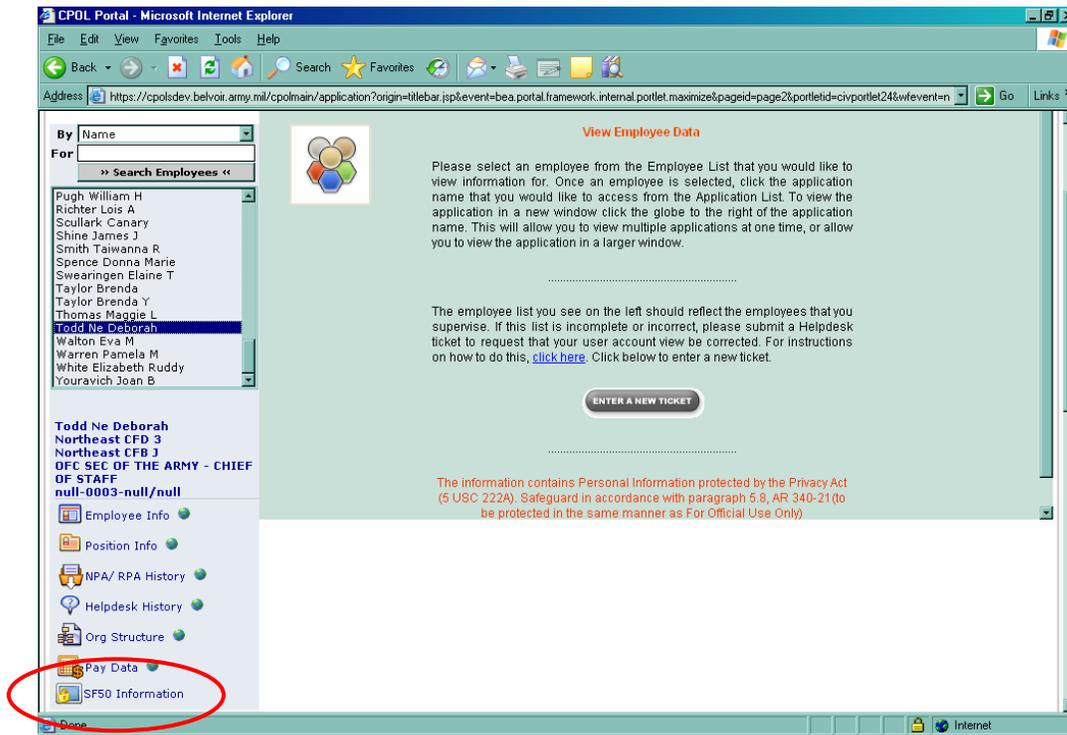


List of the employees SF 50's appears. User then clicks the icon to open SF 50.

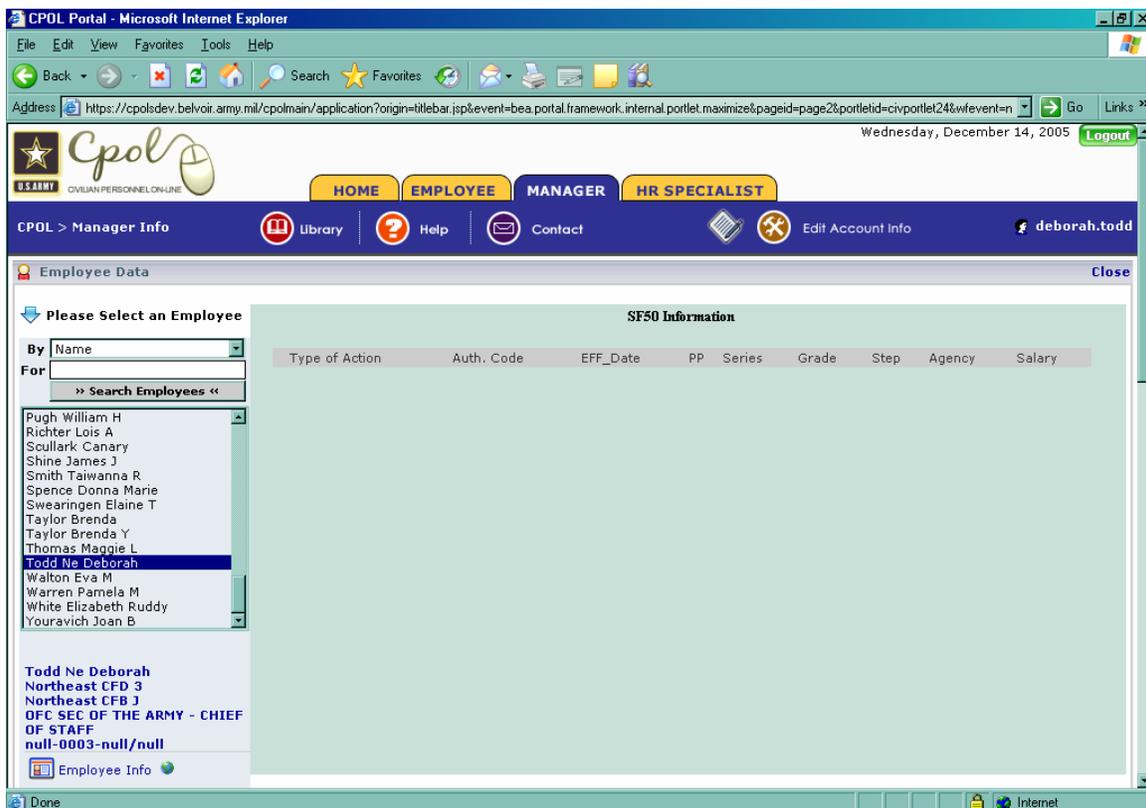


For Managers:

Once logged into the Portal, user goes into the Employee Data Portal and selects employee
User selects SF50 Information

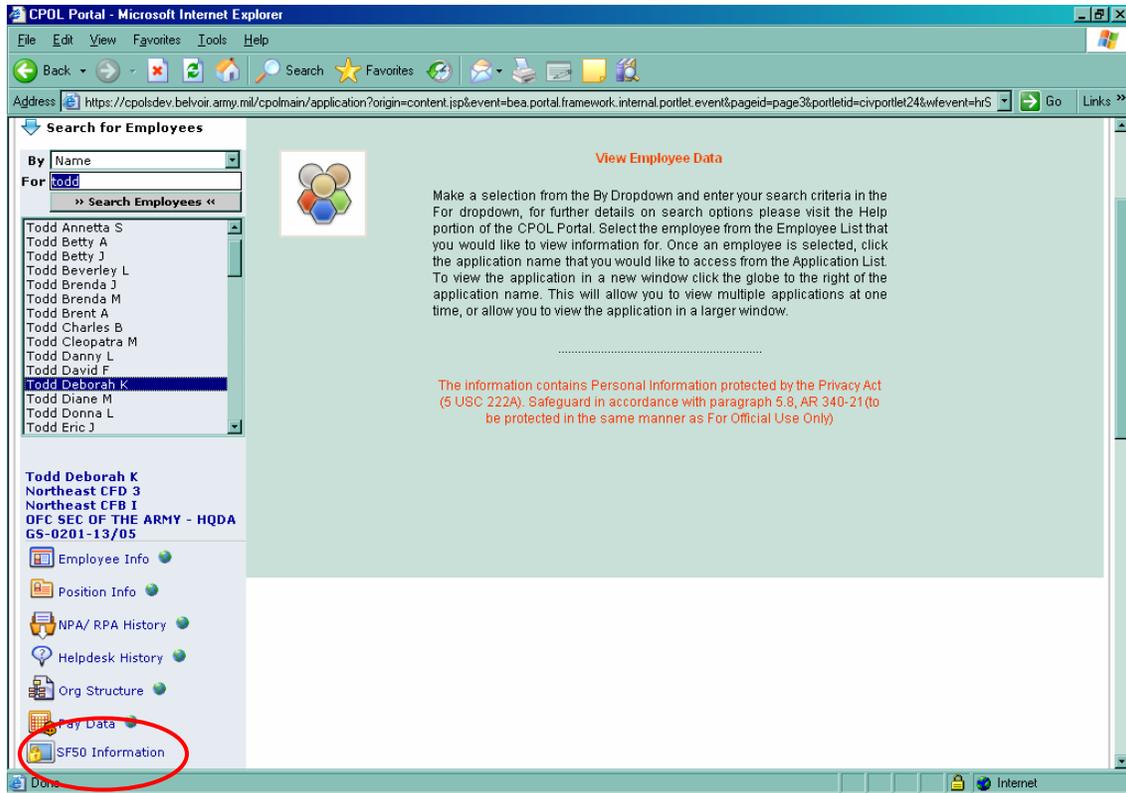


A list will appear with the following columns (none appears because this is not a real account but it should look similar to the list in the previous slide)



For HR Specialist:

Once logged into the Portal, user opens Employee Data Portlet, then selects employee, by name, SSN or Org.



User then clicks on the SF 50 Information icon:

