Feature Summary:

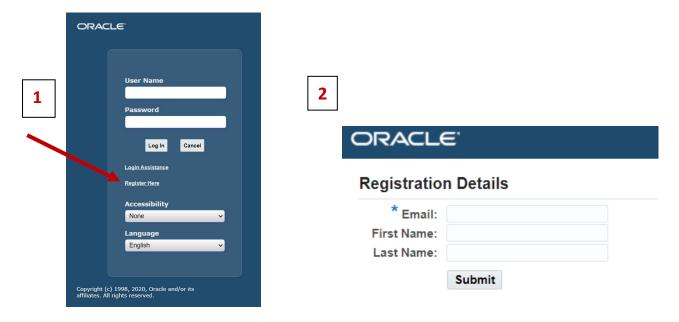
You are now able to access your past pay slips and W-2 forms using the County's Self Service after leaving employment.

You must have a personal email address on file with Loudoun County to use this service. (NOT a @Loudoun.gov email.) If your personal email is not already loaded into the County's Oracle system, please reach out to HR at HR@Loudoun.gov or 703-777-0213 and provide your personal email.

To register and gain access, please follow along with the example below.

Step 1: Registration

Visit https://ebsprdext.loudoun.gov/OA_HTML/AppsLocalLogin.jsp and select "Register Here" as shown below.



Hit Submit after entering your personal email, First Name, and Last Name. You will receive a confirmation statement followed by an email. If your name and email address do not match what's on file, you will receive an error message.

An email with your username and password will be sent shortly. Please be sure to check your spam folder if you do not see it within 15 minutes.

Step 2: Log In & Update Password

When you receive the email, you may use the provided link to open a new tab and log in. Please copy and paste the password to ensure no errors. Your username will be your email address.

User Guide: Former Employee Access to Pay Slips and W-2 Forms

From: Workflow Mailer <wf_ebs_dev@loudoun.gov>

Sent: Tuesday, October 4, 2022 4:42 PM

To: Test, Johnny

Subject: For Your Information: Account Request 00000 for Johnny Test has been approved

To Test, Johnny

Sent **10/04/2022 16:41:32**

ID **00000000**

Your request to access your Loudoun County Payslip's and W2's have been approved. Please use the following information to gain access to your account:

User Name: JTEST@EMAIL.COM Temporary Password: 3H62CK530!

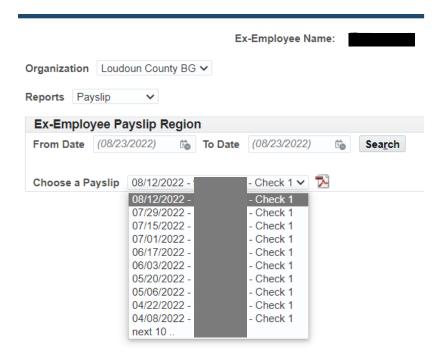
 $\textbf{Login URL}: \texttt{https://ebsdevext.loudoun.gov/OA_HTML/AppsLocalLogin.jsp}$

https://ebsprdext.loudoun.gov/OA_HTML/AppsLocalLogin.jsp

When you first log in using the email generated password, you will be prompted to reset your password. Once your password has successfully been reset, you will be taken to the page below. First select the relevant Organization (Loudoun County BG), then Reports type (Employee W2 or Payslip) to see your information.



You can search for a specific paycheck by either date range or from the dropdown menu.



Click on the Adobe Document image to pull up the document



FAQs:

- My email address changed, what do I do?
 Contact Human Resources at either <u>HR@Loudoun.gov</u> or 703-777-0213 to update your email address. Once your email has been updated, you will need to reregister following the steps above.
- 2. I'm getting an error message logging in; how can I access my old paystubs?

Contact Human Resources at either $\underline{\mathsf{HR@Loudoun.gov}}$ or 703-777-0213 so we can work with you to gain access to the system.

3. I've forgotten my password, how do I regain access to my account?

Contact Human Resources at either HR@Loudoun.gov or 703-777-0213 so we can work with you to regain access to the system.