

**PAYROLL INFORMATION – E-PORTAL**

The Tulare County Office of Education has developed an E-Portal for employees to use for the purpose of gaining web access to their payroll and tax information. Employees using the portal will no longer receive printed copies of pay stubs or W-2s and will use the portal for this purpose. The E-Portal provides self-service access to:

- ✓ View and print current and prior period pay stubs
- ✓ See the latest absence information that has been updated by Personnel/Business
- ✓ View and print your current and prior year W-2s
- ✓ Access documents and resources that the District shares with you

<b>Step 1</b>	Request PIN	<ul style="list-style-type: none"> <li>➤ Employee completes an E-Portal Request Form and submits it to the Personnel Department.</li> <li>➤ Pin number is issued <b>IN PERSON ONLY</b> or by a <u>mailed system generated letter</u> from Personnel.</li> </ul>
<b>Step 2</b>	Employee Begins Initial Registration	<ul style="list-style-type: none"> <li>➤ Employee goes to <a href="https://eportal.tcoe.org/">https://eportal.tcoe.org/</a> to begin the initial registration.</li> <li>➤ Employee will click on “Click here to Register if you don’t have an account” at the bottom of the screen.</li> </ul>
<b>Step 3</b>	Employee Completes Verification Screen	<ul style="list-style-type: none"> <li>➤ Employee will input basic verification data to include:           <ul style="list-style-type: none"> <li>▪ E-Portal PIN</li> <li>▪ Social Security #</li> <li>▪ Date of Birth</li> <li>▪ Zip Code</li> <li>▪ Work District</li> </ul> </li> </ul>
<b>Step 4</b>	Employee Registers	<ul style="list-style-type: none"> <li>➤ Employee will complete the registration fields to create an account.</li> </ul>
<b>Step 5</b>	Email Receipt	<ul style="list-style-type: none"> <li>➤ Employee will receive an email from eportal@tcoe.org</li> </ul>
<b>Step 6</b>	Employee Activation	<ul style="list-style-type: none"> <li>➤ Employee <u>MUST</u> click on the link in the email to activate the E-Portal account.</li> </ul>
<b>Step 7</b>	Complete Activation - Login	<ul style="list-style-type: none"> <li>➤ Employee completes the activation and logs into E-Portal.</li> </ul>