**Changes to the Employee Portal**

WebTecs, the County website partner, has been working with the Innovation & Technology Department and Human Resources to enhance the Employee Portal. A new log-in procedure has been developed that will provide new functionality, including department and employee specific information. Over the next several months WebTecs will continue to work with Departments to load department-specific information (such as policies and procedures) and the site will gradually replace the Lotus Notes Front Page.

Please follow the directions for the various ways to access the Employee Portal. These directions are also saved in the Employee Portal, Reference Center, How to Guides and Manuals.

**Preferred Browsers** – Internet Explorer, EDGE and Chrome browsers will perform maximum functionality. Firefox will display the Employee Portal successfully, however, a prompt will appear to re-enter your computer user name and password if you are accessing from the County network.

**New Employees - IMPORTANT**

If you are new to the County, you must register first at:  
[https://www.miottawa.org/DigitalPaystubRegistration](https://www.miottawa.org/DigitalPaystubRegistration)

You will need your Ottawa County employee ID and the last four digits of your Social Security Number (SSN) in order to complete the registration. You will receive a temporary password and further instructions through your preferred email. Complete all steps then follow any of the access options below.

**All Employees**

To begin... at the bottom of the miOttawa homepage, click the link to **Employee Login** in the lower right corner, circled below in green:

![miOttawa homepage with Employee Login button circled in green](https://example.com)

**Option #1 – Employee Sign-in on the County Network**

If you are using your computer on the County network click the (orange) **Employee Login** button, circled in green below. This will use your computer login information (User ID and Password, also known as your Active Directory (AD) Login) and you should not be prompted for that information again.) There will be a slight, 2-3 second delay after you click the button.
You will be taken to a page that recognizes you by your login and department; you will be able to see content specifically for you (e.g. Digital Paystub, marked with the red arrow).

Option #2 – Employee Sign-in from outside the County Network
If you access the Employee Login from a computer outside the County network, click the orange Employee Login button and you will be prompted for a User Name and Password.
Enter the User name and password that you normally use to login to your computer at work. You now have access to your personalized Employee Portal.

**Option #3 – Spouse Access or Future Employee**
Future employees or spouses sometimes have reason to access the benefits information found in the Employee Portal. They can access this information by clicking on the “Continue without logging in” link circled below in green below.

**Need help?**

*Please contact the IT Help Desk at (616) 738-4880.*