

# Manager Review - New User Registration

## FMLASource®

Log In

### Registration - Step 1 of 3

To setup online access, we need to locate you in our system. All fields are required.

Employee Number

Don't know? Lookup using Last Name and Date of Birth

Postal Code

Work, Home or Alternate postal (ZIP) code

Next

### Registration - Step 2 of 3

#### Setup your FMLASource User Account

Are you Cindy Fmla?

Yes

No

### Registration - Step 3 of 3

#### Setup your FMLASource User Account

Username

Password

Password Requirements ⓘ

Confirm Password

Security Question 1

Where is your favorite vacation spot?



Answer

(at least 4 characters)

Security Question 2

Where is your favorite vacation spot?



Answer

(at least 4 characters)

Security Question 3

Where is your favorite vacation spot?



Answer

(at least 4 characters)

Security Question 4

Where is your favorite vacation spot?



Answer

(at least 4 characters)

Security Question 5

Where is your favorite vacation spot?



Answer

(at least 4 characters)

How should we contact you?

Send My Correspondence By

E-mail Only



Auto-Notification Method

Please Select



Personal E-mail Address

Mobile Phone Number  
(Required for text notifications)

(999) 999-9999

☐ Allow text notifications from FMLASource

Accept Terms of Use

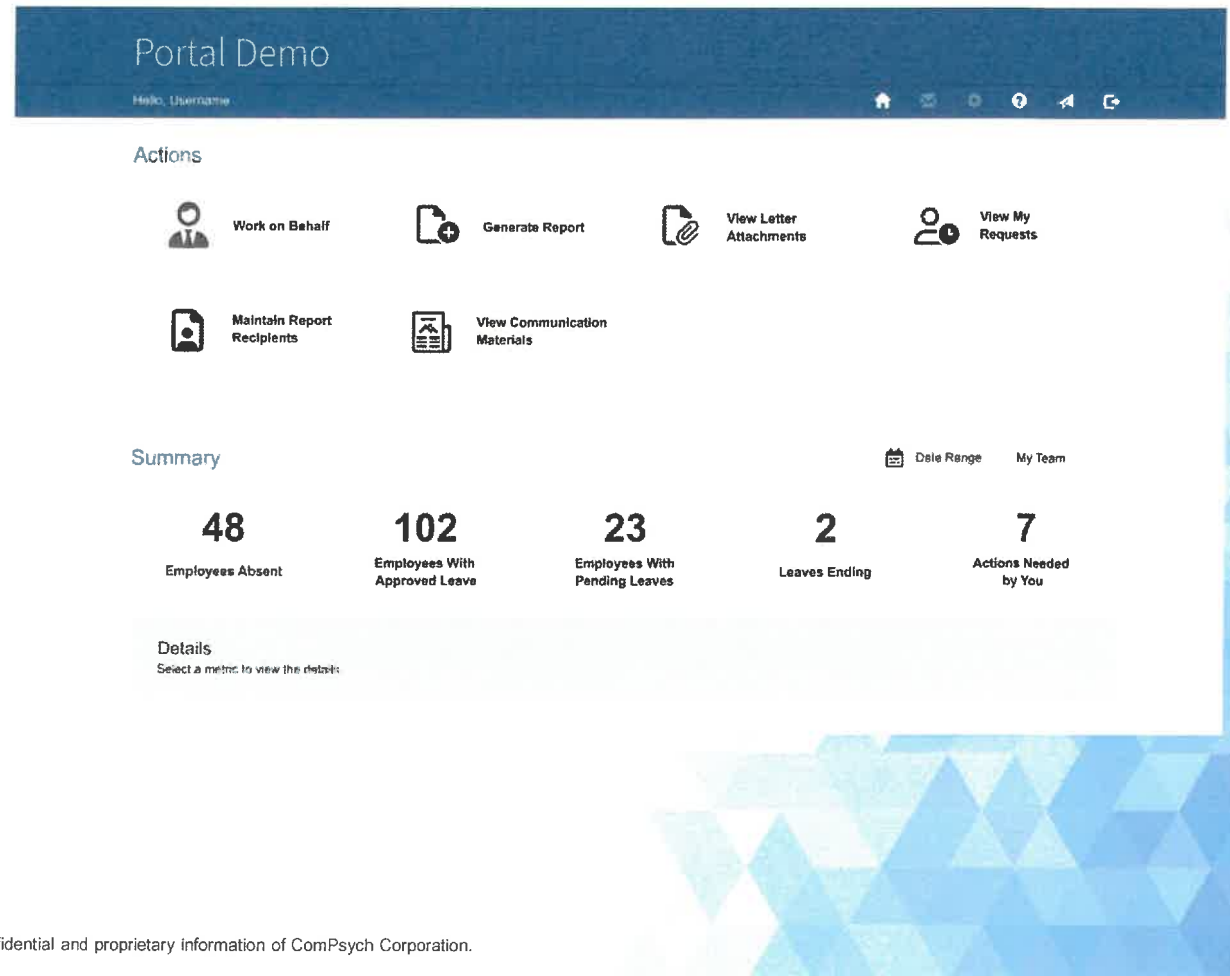
ComPsych Corporation and its affiliates use reasonable care in providing information and resources. However, ComPsych does not guarantee that the information or resources are up to date, accurate or complete. If you find an error, please notify ComPsych.

☐ Accept

Submit

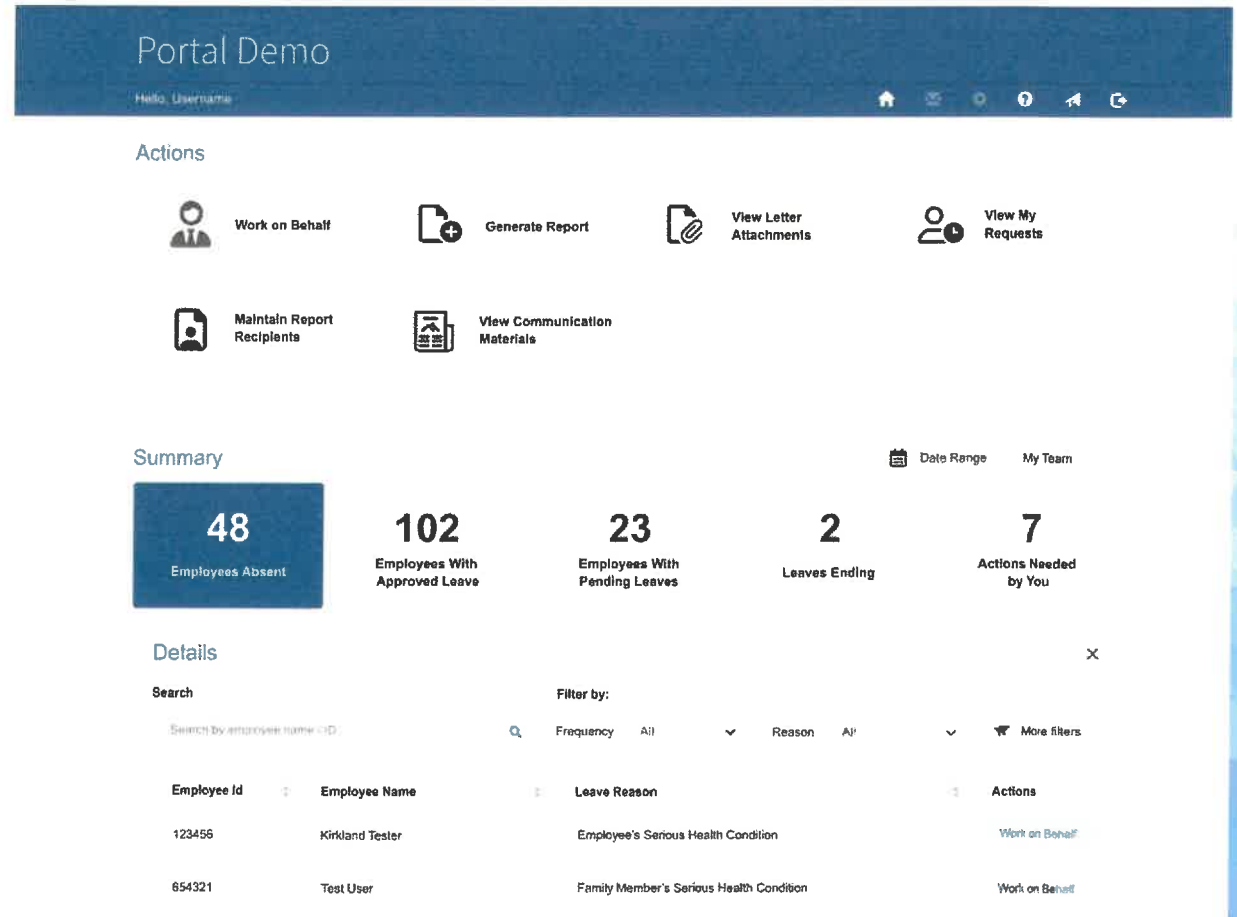
# ■ Employer Portal Dashboard

- Clear path for Employer Users



# Employer Portal Dashboard

- Clear path for Employer Users
- **View absence metrics at a glance**



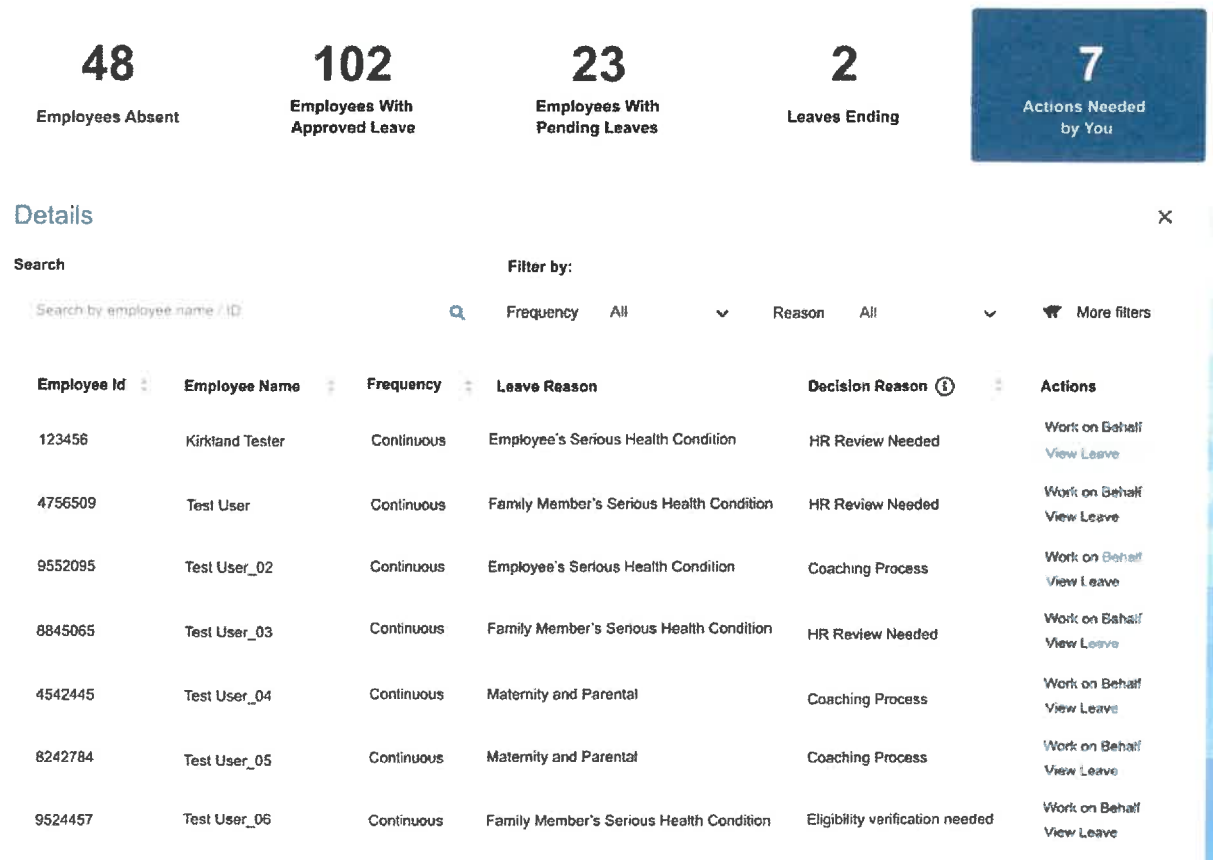
# Employer Portal Dashboard

- Clear path for Employer Users
- View absence metrics at a glance
- **Filter to focus in on specific absence reasons or employee groups**



# Employer Portal Dashboard

- Clear path for Employer Users
- View absence metrics at a glance
- Filter to focus in on specific employee groups and absence reasons



# Employer Portal Tools and Resources

- Easily access tools and resources

The screenshot displays the Employer Portal interface. At the top, a dark blue header contains the text "Portal Demo" and "Hello, Username". Below the header, a section titled "Actions" features several icons and labels: "Work on Behalf", "Generate Report", "View Letter Attachments", "Maintain Report Recipients", and "View Communication Materials". A "Summary" section follows, displaying five key metrics: "48 Employees Absent", "102 Employees With Approved Leave", "23 Employees With Pending Leaves", "2 Leaves Ending", and "7 Actions Needed by You". Below the summary, a "Details" section includes a search bar and a table of employee data. The table has columns for Employee Id, Employee Name, Leave Reason, and Actions. The data shows two employees: "Kirkland Tester" and "Test User", both with "Family Member's Serious Health Condition" as the leave reason. The interface also includes a "Filter by" section with options for Frequency and Reason, and a "More filters" link.

Portal Demo  
Hello, Username

Actions

- Work on Behalf
- Generate Report
- View Letter Attachments
- Maintain Report Recipients
- View Communication Materials
- View My Requests

Summary

- 48 Employees Absent
- 102 Employees With Approved Leave
- 23 Employees With Pending Leaves
- 2 Leaves Ending
- 7 Actions Needed by You

Details

Search

Search by employee name / ID

Filter by:

Frequency: All Reason: All More filters

Employee Id	Employee Name	Leave Reason	Actions
123456	Kirkland Tester	Employee's Serious Health Condition	Work on Behalf
654321	Test User	Family Member's Serious Health Condition	Work on Behalf

# Employer Portal Tools and Resources

- Easily access tools and resources
- **Generate Reports**

The screenshot displays the 'Portal Demo' interface for 'Hello, User@corp'. The top navigation bar includes a home icon, a settings icon, a help icon, a search icon, and a user profile icon. Below the navigation bar, the 'Actions' section contains several icons: 'Work on Behalf', 'Generate Report' (highlighted with a red box), 'View Letter Attachments', 'View My Requests', 'Maintain Report Recipients', and 'View Communication Materials'. A red arrow points from the 'Generate Report' icon to the 'Reports' section on the left. The 'Reports' section, titled 'FMLA Source', lists various report types: 'Leave Group Report', 'Request to Revoke Report', 'Presumptive Disability Report', 'New Subsidy Report', 'Leave Tracking Report', 'Extended Leave Report', 'All Open Leaves', 'Employee Leave Group Report', 'Leave Pre-approval and Leave Report', and 'Leave Pre-approval and Leave Report'. The 'Summary' section shows five key metrics: '48 Employees Absent', '102 Employees With Approved Leave', '23 Employees With Pending Leaves', '2 Leaves Ending', and '7 Actions Needed by You'. The 'Details' section includes a search bar and a table of employee data. The table has columns for 'Employee ID', 'Employee Name', 'Leave Reason', and 'Actions'. The data rows show '123456 Kirkland Tester' with 'Employee's Serious Health Condition' and '654321 Test User' with 'Family Member's Serious Health Condition'. The 'Actions' column for both rows shows 'Work on Behalf'.

**Portal Demo**  
Hello, User@corp

**Actions**

- Work on Behalf
- Generate Report**
- View Letter Attachments
- View My Requests
- Maintain Report Recipients
- View Communication Materials

**Summary**

- 48 Employees Absent
- 102 Employees With Approved Leave
- 23 Employees With Pending Leaves
- 2 Leaves Ending
- 7 Actions Needed by You

**Details**

Search by employee name / ID

Filter by: Frequency All Reason All More filters

Employee ID	Employee Name	Leave Reason	Actions
123456	Kirkland Tester	Employee's Serious Health Condition	Work on Behalf
654321	Test User	Family Member's Serious Health Condition	Work on Behalf

**Reports**








These are the standard reports that are available through this website.

- Leave Group Report**  
This report includes the details for employees about the time that was taken - usually as well as the date of the report or when the report was generated. This report is usually generated by the system.
- Request to Revoke Report**  
This report is for those who are requesting that the report be revoked. This report is usually generated by the system.
- Presumptive Disability Report**  
This report includes the details for employees about the time that was taken - usually as well as the date of the report or when the report was generated. This report is usually generated by the system.
- New Subsidy Report**  
This report is for those who are requesting that the report be revoked. This report is usually generated by the system.
- Leave Tracking Report**  
This report includes the details for employees about the time that was taken - usually as well as the date of the report or when the report was generated. This report is usually generated by the system.
- Extended Leave Report**  
This report is for those who are requesting that the report be revoked. This report is usually generated by the system.
- All Open Leaves**  
This report includes the details for employees about the time that was taken - usually as well as the date of the report or when the report was generated. This report is usually generated by the system.
- Employee Leave Group Report**  
This report includes the details for employees about the time that was taken - usually as well as the date of the report or when the report was generated. This report is usually generated by the system.
- Leave Pre-approval and Leave Report**  
This report is for those who are requesting that the report be revoked. This report is usually generated by the system.
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This report is for those who are requesting that the report be revoked. This report is usually generated by the system.

# Employer Portal Tools and Resources

- Easily access tools and resources
- Generate Reports
- **View Communications and Letters**

## View Letter Attachments

Title	File Name	Include when faxing	Include in RTW Notification	Document Constraints
Adoptive/Foster Care Form	 Example_File_Name.pdf	No	No	No
Assoc-Guest Relations	 Example_File_Name.pdf	Yes	Yes	<a href="#">View Constraints</a>
Audiologist	 Example_File_Name.pdf	Yes	Yes	No
Clerk Mail / Optical Imaging	 Example_File_Name.pdf	No	No	<a href="#">View Constraints</a>
Clinical Supervisor RN Form	 Example_File_Name.pdf	No	No	<a href="#">View Constraints</a>
Standard	 Example_File_Name.pdf	Yes	Yes	No
Standard	 Example_File_Name.pdf	No	No	<a href="#">View Constraints</a>

Showing: 7 of 7

[|< First](#) [< Prev](#) **1** [Next >](#) [Last >|](#)

Results Per Page 10 [v](#)

## View Communication Materials

Language All [v](#)





### Announcements

Samples to announce your new leave administrator

 [Sample Announcement Letter](#)

### Absence Process Guides

Summarizes the absence journey (and what to expect) during a leave of absence. You can post the guide on your company intranet, print copies or e-mail to employees.

-  [Example\\_Absence Process Guide \(English\)](#)
-  [Example\\_Absence Process Guide \(Spanish\)](#)
-  [Example\\_Absence Process Guide Video \(English\)](#)
-  [Example\\_Absence Process Guide Video \(Spanish\)](#)

### Employer Guides

Guides providing a collection of resources addressing specific Absence Management topics

-  [Example\\_Employer Guide \(English\)](#)
-  [Example\\_Employer Guide \(Spanish\)](#)

### Other

Additional communications materials for you and your employees.

-  [Example\\_Additional Communication Materials \(English\)](#)
-  [Example\\_Additional Communication Materials \(Spanish\)](#)
-  [Example\\_Additional Communication Material Video \(English\)](#)
-  [Example\\_Additional Communication Material Video \(Spanish\)](#)



# ■ Employer Portal Tools and Resources

- Easily access tools and resources
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## Maintain Report Recipients | ABC Company -- Eastern

Please Note: Any changes made by you apply only to the summary version of this report; updates to other automated report recipients are driven by the eligibility file -- if you have questions please contact us.

### Account

Below are the accounts available to you. Please select one to maintain report recipients.

ABC Company -- Eastern

### Reports

Leave Exhaustion Report

Closed Leaves

Leave Requests and Status Report

Leave Usage Report

Denied Decision Report

Return to Work

Late Tracking Report

[Back to Dashboard](#)

## Leave Usage Report

Please select the contacts that should receive this report. If someone is missing from the list, please contact us.

### Report Recipients

- ☐ Vicki Herrera
- ☒ Jeffrey Reed
- ☐ Opal Ballard
- ☐ Erik Hawkins
- ☐ Shawn Hill
- ☐ Ellis Brooks

[Cancel](#)

[Save Changes](#)

[Back to Reports](#)

# Employer Portal Tools and Resources

- Easily access tools and resources
- Generate Reports
- View Communications and Letters


Working As *Kirkland Tester (123456)*

### Submit Workplace Accommodation

Please fill in the required fields for this new workplace accommodation request.  
If you need to make an update to an existing request, please email us.

Requested Date	12 / 15 / 2022
Decision	Approved
Start Date	1 / 1 / 2023
End Date	
Accommodation Type ⓘ	Worksite Accessibility and...
Note	
Cost	\$1247.20
Medical Certification Needed	No
Decision Details ⓘ	
Health Care Provider Name	Dr. Tom Smith
Health Care Provider Fax	
Email Only	
Employee Email	
Employee Address	

### Workplace Accommodation Details

 You have successfully submitted the workplace accommodation.  
The request should display on your dashboard within three to four business days.

ID:	123456
Requested Date:	12 / 15 / 2022
Start Date:	1 / 1 / 2023
Accommodation Type: ⓘ	Worksite Accessibility and Environment
Decision:	Approved
Decision Details: ⓘ	
Cost:	\$1247.20
Medical Certification Needed:	No
Health Care Provider Name:	Dr. Tom Smith

[Back to Dashboard](#)