

New User Registration - Employees

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)

(add) 999-9999

☐ Allow text notifications from FMLASource

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☐ Accept

Next

Employee Portal

- Request a new Leave of Absence
- Report Intermittent Time
- Submit Documentation
- Submit a Workplace Accommodation
- Check Claim Status
- View Letter History

The screenshot displays the Employee Portal interface. At the top, a dark blue header bar contains the text "Hello, Cindy" on the left and a series of icons (home, mail, settings, user, search, share) on the right. Below the header, the word "Español" is visible in the top right corner. The main content area is titled "Actions" and features four large, light blue buttons with icons: "Request New Leave of Absence" (calendar icon), "Report Absences for Intermittent Leave" (calendar icon with a pencil), "Submit Documentation" (document icon with an upload arrow), and "Submit Workplace Accommodation" (document icon with a person). Below the "Actions" section is the "My Dashboard" section, which includes three tabs: "Current Requests", "Recently Closed Requests", and "All Requests". Under "Current Requests", there are two sub-sections: "Leave Requests" (highlighted with a dark blue background) and "Workplace Accommodation Requests". The "Leave Requests" section contains a table with the following data:

Id #	Reason	Date Created	Date Modified	Summary Status
4810975	Employee's Serious Health Condition	12/07/2023	12/07/2023	Approved

The bottom right corner of the interface features a decorative blue geometric pattern. The page number "2" is located in the bottom right corner of the screenshot.



*Access to documentation is reserved for HR

Employee Portal

Report Absences for Intermittent Leave

- Identify the leave / condition to apply the intermittent time
- Identify the Absence Reason
- Enter the date
- Enter the amount of scheduled time missed

Actions

 **Request New Leave of Absence**  **Report Absences for Intermittent Leave**

Report Time


Leave Request # - Description Please select


Absence Reason Please select

Leave Date mm/dd/yyyy

Hours 0

Minutes 0

☒ I confirm that these (more...) 



Intermittent Leave Time Used

Leave ID	Request #	Leave Description	Absence Reason	Date*	Hours	Minutes
637065869	4195166	Employee's Serious Health Condition	Treatment/Appointment	03/28/2023	8	0
594574925	4195166	Employee's Serious Health Condition	Episode of Incapacity	03/15/2023	8	0

*Please note, this table shows your 12 most recently taken Intermittent leaves and any reported future Intermittent leaves. All time appearing reflects what you have reported.

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