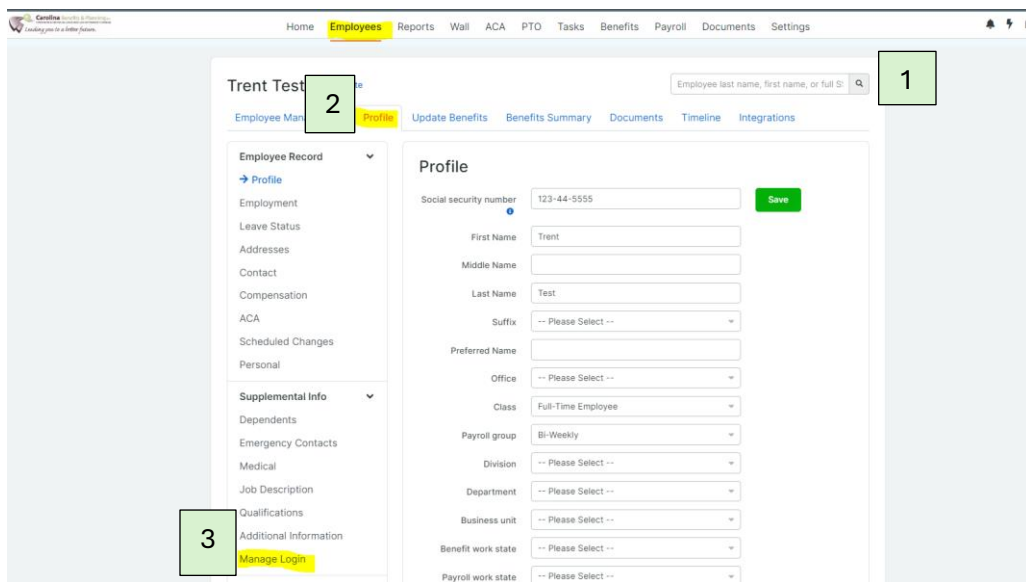


RESENDING EMPLOYEE REGISTRATION LINK

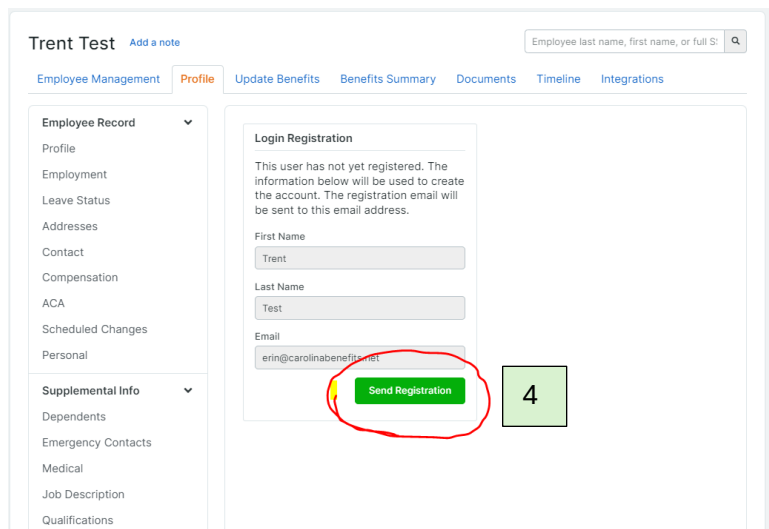
There are times when a registration link may need to be sent after an employee is already added in Employee Navigator for the first time (can't find the email, the email was never sent, the link has expired).

SEND A REGISTRATION LINK

1. Search for the employee that needs the link.
2. Click the **PROFILE TAB** on the top bar (under the employee name).
3. Click **MANAGE LOGIN** found on the left navigation bar. You may need to scroll down the page to see this option.
4. Click green **SEND REGISTRATION** link.

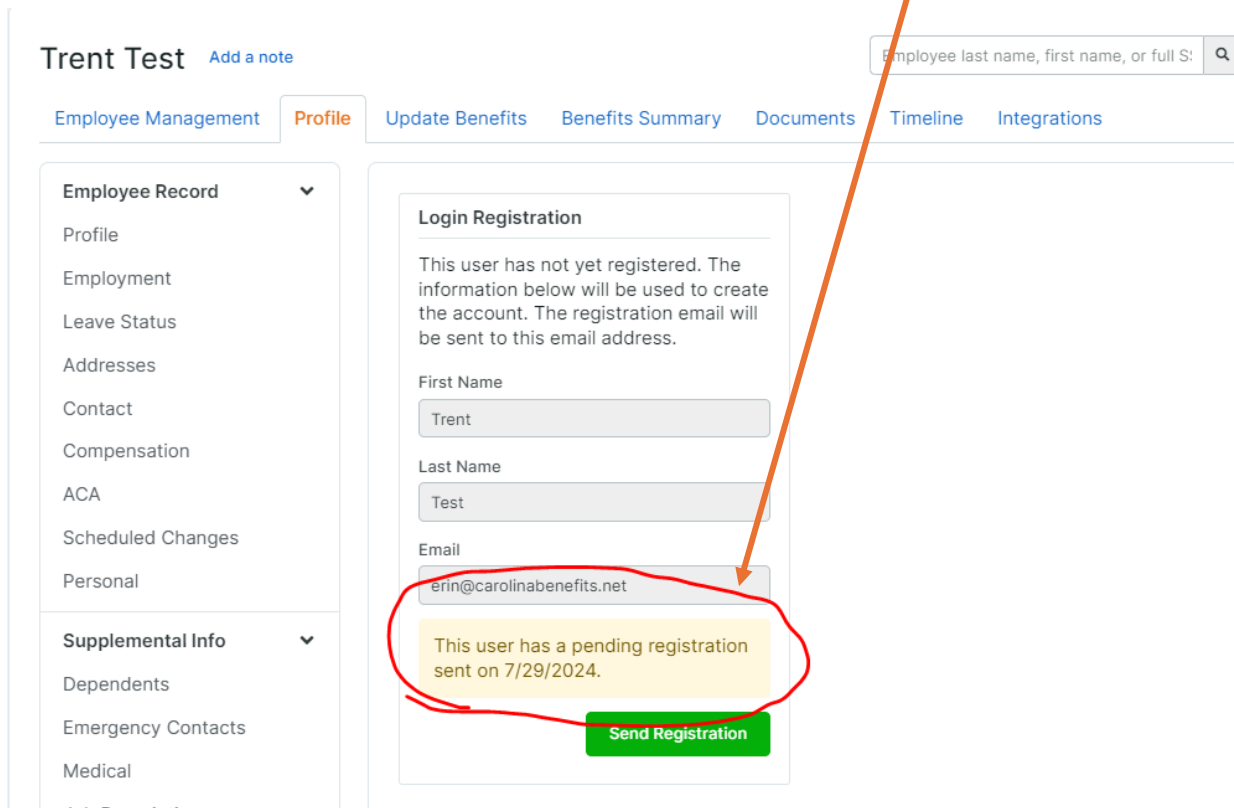


The screenshot shows the Employee Navigator interface. At the top, there is a navigation bar with tabs: Home, Employees, Reports, Wall, ACA, PTO, Tasks, Benefits, Payroll, Documents, and Settings. The 'Employees' tab is active. Below this, there is a search bar and a list of tabs: Employee Management, Profile, Update Benefits, Benefits Summary, Documents, Timeline, and Integrations. The 'Profile' tab is selected. On the left, there is a sidebar with a list of options: Employee Record, Profile, Employment, Leave Status, Addresses, Contact, Compensation, ACA, Scheduled Changes, Personal, Supplemental Info, Dependents, Emergency Contacts, Medical, Job Description, Qualifications, and Additional Information. The 'Manage Login' option is highlighted in the 'Additional Information' section. On the right, there is a form for the employee's profile, including fields for Social security number, First Name, Middle Name, Last Name, Suffix, Preferred Name, Office, Class, Payroll group, Division, Department, Business unit, Benefit work state, and Payroll work state. A green 'Save' button is visible.



The screenshot shows the 'Login Registration' form for the employee Trent Test. The form is titled 'Login Registration' and includes a message: 'This user has not yet registered. The information below will be used to create the account. The registration email will be sent to this email address.' The form fields are: First Name (Trent), Last Name (Test), and Email (erin@carolinabenefits.net). A green 'Send Registration' button is highlighted with a red circle. The left sidebar is visible, showing the 'Profile' tab selected.

Once you click the send registration link, you will receive a message that it has been sent.



Trent Test [Add a note](#)

Employee last name, first name, or full S:

[Employee Management](#) **Profile** [Update Benefits](#) [Benefits Summary](#) [Documents](#) [Timeline](#) [Integrations](#)

Employee Record ☐

- Profile
- Employment
- Leave Status
- Addresses
- Contact
- Compensation
- ACA
- Scheduled Changes
- Personal

Supplemental Info ☐

- Dependents
- Emergency Contacts
- Medical

Login Registration

This user has not yet registered. The information below will be used to create the account. The registration email will be sent to this email address.

First Name

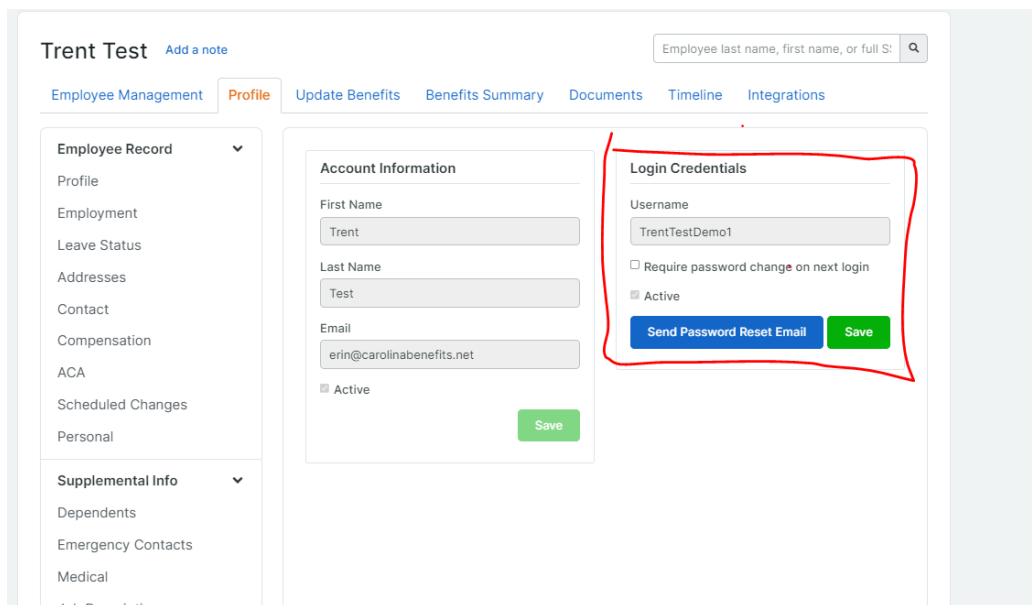
Last Name

Email

This user has a pending registration sent on 7/29/2024.

[Send Registration](#)

Once the employee has registered, you will see a new **LOGIN CREDENTIALS** box that will appear on the right-hand side. Note that passwords will NEVER be shown, but you can initiate a password reset if needed.



Trent Test [Add a note](#)

Employee last name, first name, or full S:

[Employee Management](#) **Profile** [Update Benefits](#) [Benefits Summary](#) [Documents](#) [Timeline](#) [Integrations](#)

Employee Record ☐

- Profile
- Employment
- Leave Status
- Addresses
- Contact
- Compensation
- ACA
- Scheduled Changes
- Personal

Supplemental Info ☐

- Dependents
- Emergency Contacts
- Medical

Account Information

First Name

Last Name

Email

☒ Active

[Save](#)

Login Credentials

Username

☐ Require password change on next login

☒ Active

[Send Password Reset Email](#) [Save](#)

To view ANY action that has happened with an employee, you can click the **TIMELINE** tab. See below that we can see the time and date stamp of when the welcome email was sent, as well as when the employee registered for their account.

The timeline captures a record of ALL employee changes made by ANY user.

Trent Test

Add a note

Employee last name, first name, or full S!

Employee Management

Profile

Update Benefits

Benefits Summary

Documents

Timeline

Integrations

Search timeline ...

Event	On	Event Date	Description	Dependent	By	Actions
Account Registration Completed By Employee	07/29/2024 11:55:59 AM EDT		email sent to erin@carolinabenefits.net: Your account has been registered with the user name: TrentTestDemo1. Please access this Login link to login to your benefits account. Thank you, CBP Demo **This is an automatic email. Please do not reply.**		Trent Test	
Employee Welcome Email Sent	07/29/2024 11:54:14 AM EDT		email sent to erin@carolinabenefits.net: Dear Trent Test, CBP Demo has implemented online benefit management. In order to collect required information and ensure your current benefit enrollment is correct, you are requested to access your account now. Please access this Registration link to review your personal data and enrolled benefits. This link expires after 15 days. Please direct any questions about enrollment or benefits to your HR administrator. Thank you, CBP Demo **This is an automatic email. Please do not reply.**		Erin Martin	
Employee Hired	07/29/2024 11:50:59 AM EDT		New Employee Record Created		Erin Martin	
Update Address Employee	07/29/2024 11:50:58 AM EDT		Address type changed from "" to "Home", State changed from "" to "North Carolina"		Erin Martin	