

# https://ews.abilaonline.com/ews/

First screen you will see when you when you enter website.

Employee Web Services for Abila MIP

## Logon

Please enter your user information.

User ID:

Password:


EWS Version: 2018.1 - Hosted



First time accessing site, click "Account Setup" (can also click "Account Setup" if you forget your password).

<h2>Account Setup</h2> <p>Create or Update Your Logon Information</p> <p>Organization ID: <input type="text"/> *</p> <p>Employee ID: <input type="text"/> *</p> <p>Birth Date: <input type="text"/> *</p> <p>Last 4 Digits of Social Security #: <input type="text"/> *</p> <p>User ID: <input type="text"/> *</p> <p>New Password: <input type="password"/> *</p> <p>Retype Password: <input type="password"/> *</p> <p><input type="button" value="Create or Update"/></p>	<p><b>Organization ID:</b> SSDL_23425_EC</p> <p><b>Employee ID:</b> LastnameFirstinitial (Example: Regis Rambler would be RamblerR)</p> <p><b>Birth Date:</b> enter mm/dd/yyyy</p> <p><b>Last 4 Digits of Social Security #:</b> xxxx</p> <p><b>User ID:</b> <b>SKIP</b></p> <p><b>New Password / Retype Password:</b></p> <p>Passwords must be 8 characters or more and have at least one of EACH of the following: Upper Case Letter, Lower Case Letter, Special Character, Number 0-9. Your User ID will be assigned to you automatically and will be your first initial and your last name.</p> <p>After you have entered a password, go back up to <b>User ID</b> and enter "Auto Create"</p>
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<h2>Account Setup</h2> <p>Create or Update Your Logon Information</p> <p>Organization ID: <input type="text" value="SSDL_23425_EC"/></p> <p>Employee ID: <input type="text" value="Eagerj"/></p> <p>Birth Date: <input type="text" value="2/13/"/></p> <p>Last 4 Digits of Social Security #: <input type="text" value=""/></p> <p>User ID: <input type="text" value="jeager"/></p> <p>New Password: <input type="password"/></p> <p>Retype Password: <input type="password"/></p> <p><input type="button" value="Return to logon"/></p>	<p>Make note that your User ID has been set to jeager to meet User ID requirements. Your Account has been successfully updated!</p>
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	<p>After you "Return to logon"</p> <p><b>User ID:</b> Enter you assigned "plus" <b>@SSDL_23425_EC</b></p> <p>Example: <b>rrambler@SSDL_23425_EC</b></p> <p><b>Password</b></p> <p>Click "Log In".</p>
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If you see this, you're in and you've successfully set up your account!!

