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

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

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

Organization ID: **SSDL_23425_EC**

Employee ID: LastnameFirstinitial (Example: Regis Rambler would be RamblerR)

Birth Date: enter mm/dd/yyyy

Last 4 Digits of Social Security #:

User ID: **SKIP** until <u>AFTER</u> you have set your Password

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.

After you have entered a passwork, go back up toe User ID and enter Auto Create

Once you have created your password and your account has been set up.

Take note of the User ID assigned to you (typically it should be FirstinitialLastname. Example: RRambler)

You will see this message if you set up your account correctly.

Make note that your User ID has been set to rrambler to meet User ID requirements. Your Account has been successfully updated!

Click "Return to logon"

After you "Return to logon"

Enter you assigned User ID "plus" **@SSDL_23425_EC** and the Password you created. Click "Log In".

Example: rrambler@SSDL_23425_EC

Employee Web Services for Abila MIP

Logon

Please enter your user information.

User ID: rrambler@SSDL_23425

Password: ••••••••

[Log In]   [Account Setup]

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