

Open the EWS portal.

Employee Web Services for MIP

## Logon

Please enter your user information.

User ID:

Password:

EWS Version: 2020.1.1.0

Customer Logo Can Be Added in This Space

Click on Account Setup

It will take you to account setup/reset password screen.

## Account Setup

Create or Update Your Logon Information

Employee ID:  \*

Birth Date:  \*

Last 4 Digits of Social Security #:  \*

User ID:  \*

New Password:  \*

Retype Password:  \*

Passwords must be 6 characters or more.

Enter the following information:

- 1) Employee ID
- 2) Date of birth in the 8-digit format, using slashes (07/25/1990)
- 3) Last 4 digits of social security
- 4) Your user ID is your first initial and your last name (msmith)
- 5) Enter your new password (minimum of 6 characters)
- 6) Retype your password to confirm
- 7) Click on the Create or Update button – it will take you back to the login screen
- 8) Login using your new password.