



# OCDE EMPLOYEE INFORMATION SYSTEM (EIS) Setup Instructions



## Items to have available when you begin the registration process:

- *Email address you are able to access*
  - *Your 10-digit Employee ID*
    - *Last 4-digits of SSN*
      - *Date of Birth*

### Accessing EIS via SaddlePort

- Login to SaddlePort and click on the “Employee Info” tab
- Click on the link entitled “OCDE EIS Paystubs, W2s, and Sick Leave Balances”
- You will be taken to the Instructions page where you can note your Employee ID number and then click on “Register”

### Accessing EIS Directly

- Open your internet browser and go to <https://employee.ocde.us>
- Click on “Need to register or register again?”

## REGISTRATION STEPS

- The first step of registration is to Accept the Notice and Terms of Use then you will be taken to the Registration Form
- Complete all three sections entering your Identity items, login information including email address and password (follow the criteria carefully); and finally your three secret questions then click on “Continue”
- You will continue the registration form by selecting three images, with no more than two from any one category. Once you have selected 3 images click on “Save”
- The system will then send an email to the address you entered and you will follow the link provided to confirm your registration
- Pay History and W2 Information
  - After clicking on “Online Pay Stubs”, “Online W2’s”, or “Balances”, you will be directed to your individual history
  - The Payment History is displayed for the current year, but you can select previous years using the drop down box
  - If you work for more than one district in Orange County you can use the drop down box to select different district records
- Should you become locked out of your account you may call the Payroll Department and speak to your Payroll Technician to reset your account