# Remote Access Instructions

Keep this sheet with the office workstation reference. Employee Information is available from the company website when working away from the office.

**1.** Open Employee Information from the company website footer, then select Sign In.

**2.** Enter the complete company email address shown on your workstation reference.

**3.** For initial access, use the employee's first and last initials in capitals followed by the three-digit extension. Do not include spaces, periods or a telephone area code. For example, Jane Brown at extension 216 would enter **JB216**.

**4.** After signing in, Office Home lists assigned work requests. Select a request number to read the instructions and its filed references. Mail and Documents and Forms are available from the left-hand menu.

**Dealer Service Workstation Reference**

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|---|---|
| Assigned employee | Alan Phelps |
| Department | Sales / Dealer Service |
| Company email | aphelps@hollisproducts.com |
| Office extension | 213 |

Keep original messages with their enclosures. A forwarded or printed copy may omit an earlier reply; use Related Mail when it is listed with the message.