



Accessing the ePay website

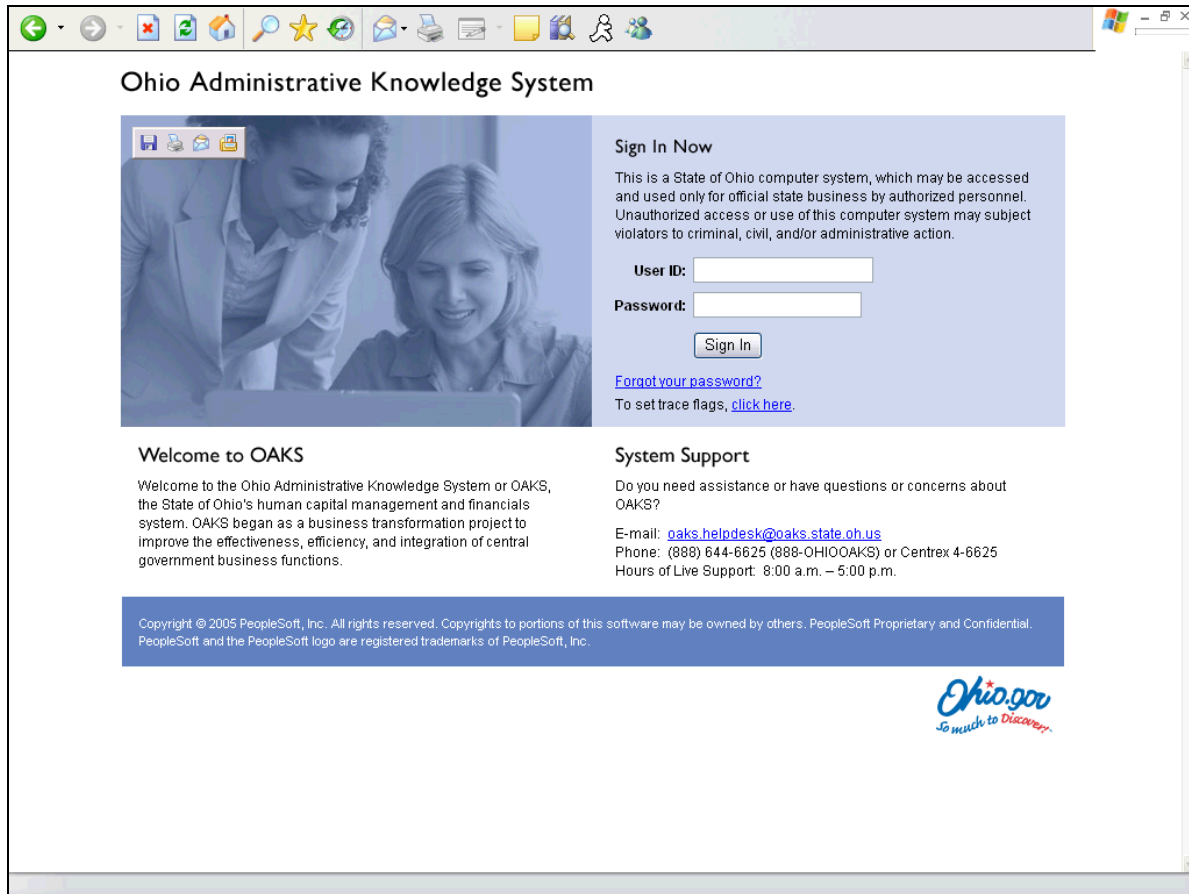
This document shows you how to update your ePay password, which you must do every 90 days to continue to view your online earnings statement.




Step	Action
1.	Click in the web browser address line to enter a web address.
2.	Enter the web address for the State of Ohio ePay site. Enter " epay.ohio.gov ". Press Enter .



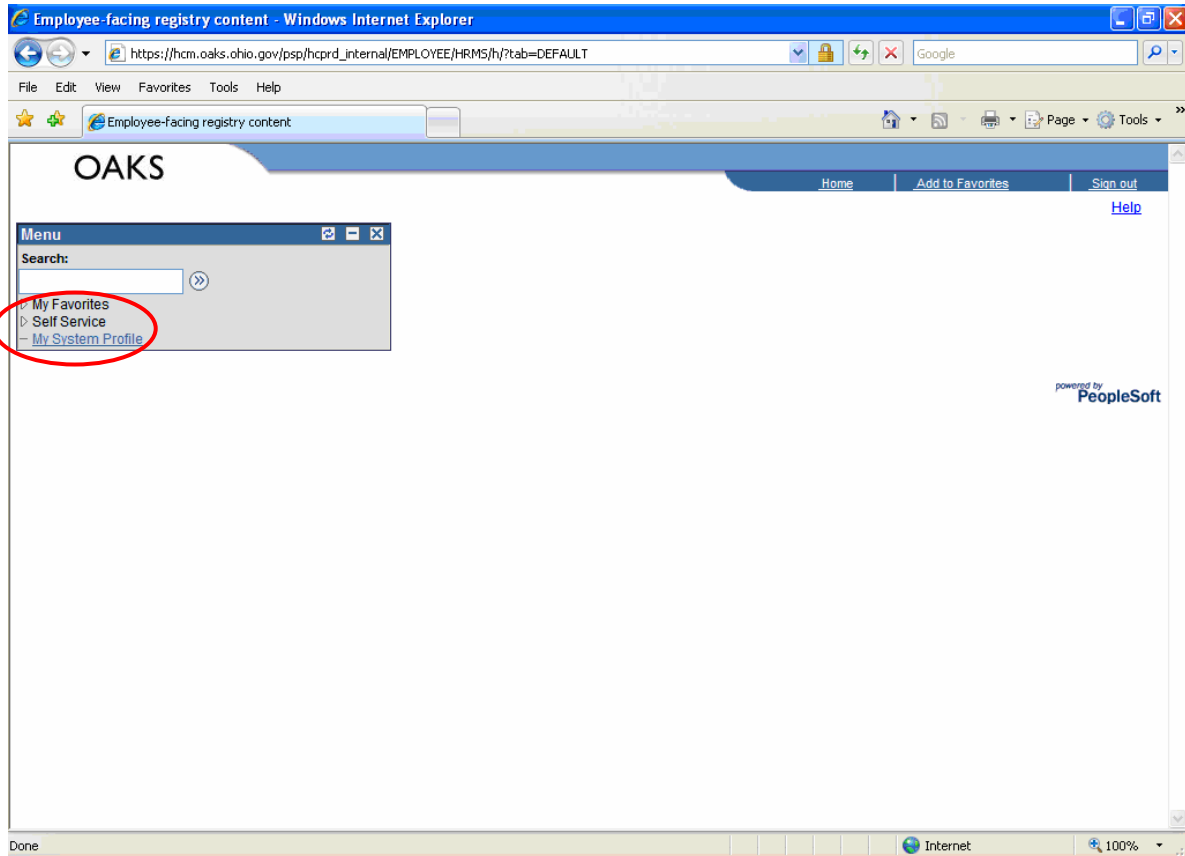
Signing into OAKS ePay



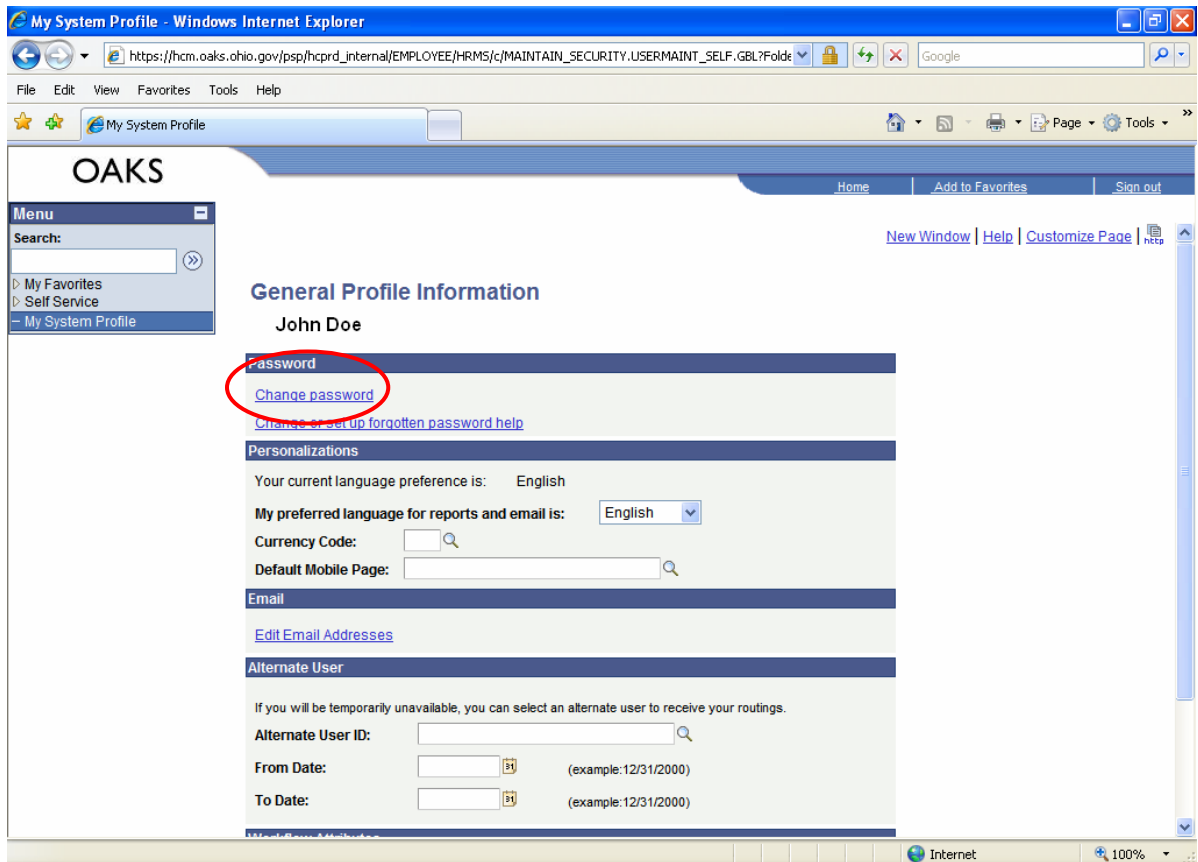
Step	Action
3.	This is the OAKS sign-in screen. You will enter your User ID and your Password.
4.	Enter your User ID into the User ID field. Your User ID is your new eight-digit Employee ID. Note: If do not remember your Employee ID, your agency Human Resources office can assist you in obtaining the number.
5.	Enter your current password in the Password field. Note: Your password will not actually appear on the screen as you type it. A series of dots will appear in its place. Your password is case-sensitive, which means capitalization <u>does</u> matter.
6.	Click the Sign In button. 



Step	Action
7.	<p>In compliance with State of Ohio IT Policy No. ITP-B-3, you must create a new password every 90 days.</p> <p>Has Expired – If your password has already expired, you will see the screen above with a prompt to change your password.</p> <p>Note: If you see the prompt to change your password, skip ahead to step 10.</p> <p>Has Not Yet Expired – If your password has not yet expired, go to the next step (8).</p> <p>Click the Click here to change your password link.</p> <p>Click here to change your password</p>



Step	Action
8.	When you reach the ePay landing page, click the My System Profile link located in the left hand menu. – My System Profile



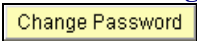
Step	Action
9.	On the General Profile Information page, click the Change password link. Change password

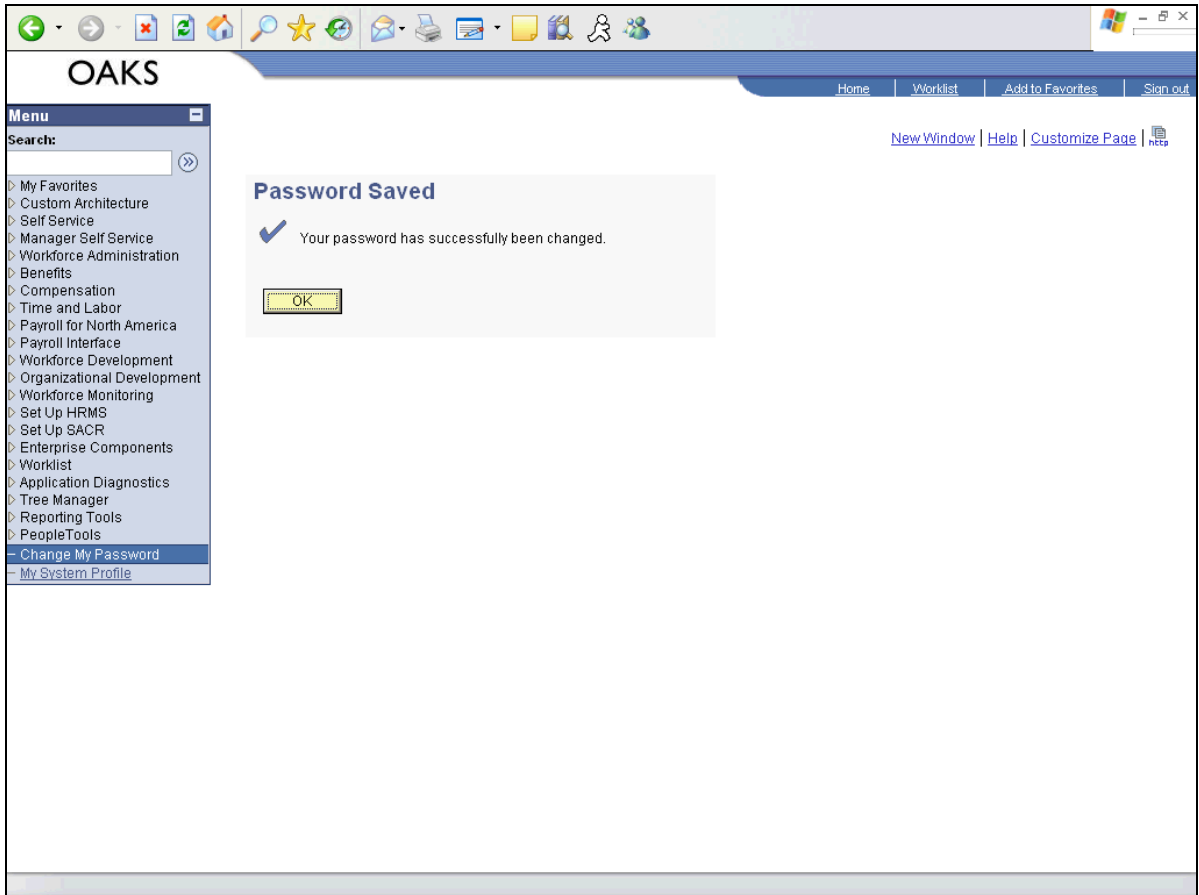


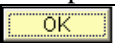
The screenshot shows a web browser window with the OAKS application. The browser's address bar shows the OAKS logo. The page has a blue header with navigation links: Home, Worklist, Add to Favorites, and Sign out. On the right side of the header, there are links for New Window, Help, Customize Page, and a printer icon. A left-hand menu is visible, listing various system functions, with 'Change My Password' selected. The main content area is titled 'Change Password' and contains the following information:

- User ID: jbilson
- Description: Julie Bilson
- *Current Password: [text input field]
- *New Password: [text input field]
- *Confirm Password: [text input field]
- A yellow 'Change Password' button.

At the bottom of the page, there is a small footer that reads: 'Contains commands for working with the selected items.'

Step	Action
10.	Enter your current password in the *Current Password field.
11.	<p>OAKS requires that your new password has the following minimum requirements:</p> <ul style="list-style-type: none"> • Length of at least 8 characters • At least one uppercase or lowercase letter (A – Z or a - z) • At least one digit (0 - 9) • At least one special character (! @ # \$ % ^ & * () - _ = + \ [] { } ; : / ? . > <) <p>Examples: (Pittsburgh#1, LoneValley?2, \$Lottery12) You cannot reuse any of your previous 10 passwords.</p> <p>Note: Your password will automatically expire after 90 days.</p>
12.	Enter a new password into the *New Password field.
13.	Re-enter the new password into the *Confirm Password field.
14.	<p>Click the Change Password button.</p> 



Step	Action
15.	Your password has successfully been changed in OAKS. Click the OK button. 



Step	Action
16.	OAKS returns you to the Change Password page. Click the Sign out link to return to the OAKS sign-in screen.



Signing in, using your new password

Ohio Administrative Knowledge System

Sign In Now

This is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

Password:

[Forgot your password?](#)

To set trace flags, [click here](#).

Welcome to OAKS


Welcome to the Ohio Administrative Knowledge System or OAKS, the State of Ohio's human capital management and financials system. OAKS began as a business transformation project to improve the effectiveness, efficiency, and integration of central government business functions.

System Support

Do you need assistance or have questions or concerns about OAKS?

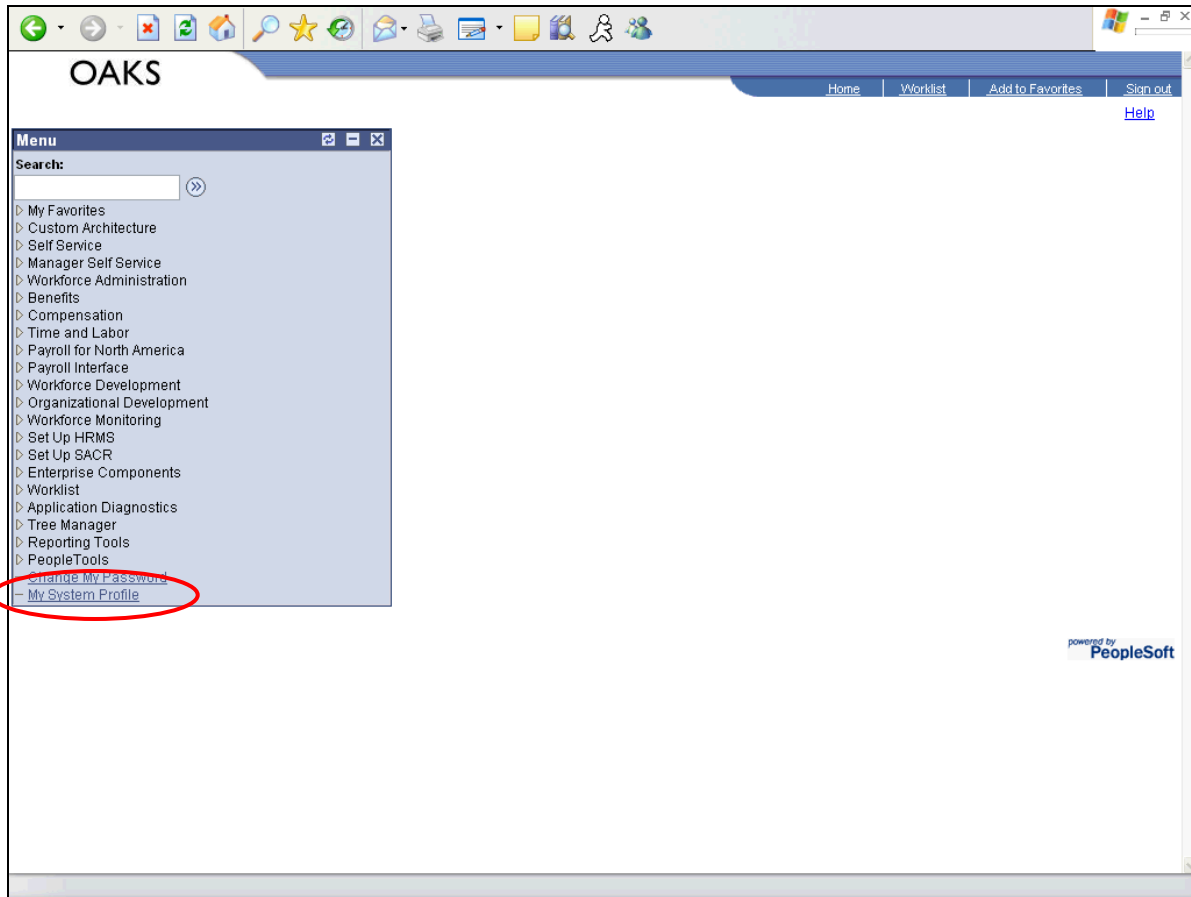
E-mail: oaks.helpdesk@oaks.state.oh.us
Phone: (888) 644-6625 (888-OHIOOAKS) or Centrex 4-6625
Hours of Live Support: 8:00 a.m. – 5:00 p.m.

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Step	Action
17.	Enter your User ID into the User ID field.
18.	Enter your new password in the Password field.
19.	Click the Sign In button. 



Updating your system profile



Step	Action
20.	<p>If you have not already done so, you may now create your system profile by entering some basic contact information. (If you have already created your system profile, you may exit ePay.)</p> <p>Click the My System Profile link. This is required if you want to be able to receive a new password by email.</p> <p>My System Profile</p>



General Profile Information

Julie Bilson

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

Your current language preference is: English

My preferred language for reports and email is: English

Currency Code:

Default Mobile Page:

Email

[Edit Email Addresses](#)

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes


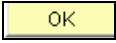
Email User Worklist User

[Miscellaneous User Links](#)

Step	Action
21.	Click the Edit Email Addresses link. Edit Email Addresses
22.	If you have an email address, enter it here. You can choose to list a home or work email address.



The screenshot shows the OAKS web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' links. Below this is a search bar and a 'Menu' sidebar on the left containing various system navigation options. The main content area is titled 'Email Addresses' and displays 'User ID: jbilson'. It features a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The 'Primary Email Account' column has a checkbox, and the 'Email Type' column has a dropdown menu. Below the table are 'OK' and 'Cancel' buttons.

Step	Action
23.	Check the Primary Email Account checkbox.
24.	Click the Email Type dropdown. 
25.	You will see various choices for the type of email address you are providing. Select one of the email types.
26.	Enter the email address where you would like to receive your new password in the Email Address field.
27.	Click the OK button. 




The screenshot shows the OAKS web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a search bar and a 'Menu' sidebar on the left. The main content area is titled 'General Profile Information' for user Julie Bilson. It includes sections for 'Password' (with links for 'Change password' and 'Change or set up forgotten password help'), 'Personalizations' (with options for language preference and email), 'Email' (with an 'Edit Email Addresses' link), 'Alternate User' (with fields for ID, from date, and to date), and 'Workflow Attributes' (with checkboxes for 'Email User' and 'Worklist User'). A 'Save' button is located at the bottom of the page.

Step	Action
28.	Click the Change or set up forgotten password help link. Change or set up forgotten password help
29.	You may set up a personal security question on this page. If you forget your password, this question will be used to verify your identity before a new password is emailed to you.



The screenshot shows the OAKS web application interface. At the top, there is a navigation bar with the OAKS logo and the tagline "Transforming the Way Ohio Does Business". Below the navigation bar, there is a search bar and a menu on the left side. The main content area displays a form for changing or setting up a forgotten password. The form includes a "Question" dropdown menu with the selected option "In What City were you born?", a "Response" text input field, and "OK" and "Cancel" buttons. The interface also includes a "Home" button, a "Worklist" button, and a "Sign out" button.

Step	Action
30.	Click the Question dropdown.
31.	Choose one of the security questions in the list.
32.	The Response field will hold the answer to the question you chose above. This is the answer you need to type when asking for a new password.
33.	Enter the desired information in the Response field.
34.	Click the OK button. 



General Profile Information

Julie Bilson

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

Your current language preference is: English

My preferred language for reports and email is: English

Currency Code:

Default Mobile Page:

Email

[Edit Email Addresses](#)

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

Email User Worklist User

[Miscellaneous User Links](#)

Step	Action
35.	Click the Save button. (You may now exit ePay.) 