EMPLOYEE PORTAL

https://timeoff.careworksabsence.com

CareWorks
Absence Management™
A York Risk Services Company

1 Once you're at the log-in screen, you'll need to register as a "user" to have access to your account information. Just select the "**Register Now**" button and it will take you through the simple process.

2 On the registration screen you'll simply need to input your personal data such as your **Name, Date of Birth, Zip Code, and Employee Number.** You can access your Employee Number found on your pay stub.

3 The next step is to supply an email address and create a secure password. **Passwords must be 7-15 characters in length and contain letters and numbers.**

4 After you enter an email address into the system, it will generate an access code for you to use. **Input your access code in the spot provided** and your registration will be complete!

5 **CONGRATULATIONS, your account is now active**. Access the Portal to review time spent or remaining on your benefit plans, see updates to your case, even open up a dialog with our customer service reps. We're ready to help!