

# Sending an Employee Self Service Activation Email to One Employee



- Navigate to Employee Management>Employee Summary



- Select the Employee
- Click on Self Service Email, and it will open the screen for editing

**PERSONAL INFORMATION**

SSN 111-22-3362	Office Phone
Birth Date 9/30/1985	Mobile Phone
Marital Status M	Home Phone
Gender Male	Self Service Email
	Personal Email

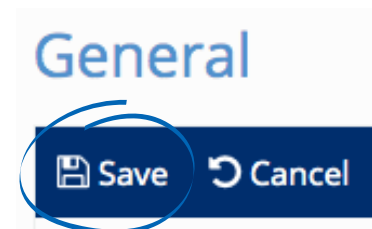
Enter the email address, click “Enable-Self Service Access” and Save.

**Self-Service Information**

Self-Service Email:

Enable Self-Service Access

If email address is not currently active the email address will be blocked and the EE will not receive the activation link.



The activation email will then be sent to the employee.