

Payroll E-Voucher Registration and Login

Step 1: Go to the web browser and copy/paste the following web address:

https://webapps.resa.net/employee_access/

OR

Access the link through the Hartland Schools website homepage under “**Employment**” (top center), “**Employee Links**” (bottom right), select “**eVoucher**”.

****DON'T FORGET TO SAVE THIS WEB ADDRESS TO YOUR FAVORITES****

Step 2: DISTRICT SCREEN

Select **Hartland Consolidated Schools** from the pull-down box (should already be default school or it will be after initial setup).

Step 3: **REGISTRATION/LOGIN SCREEN**

If this is the first time you are using the RESA Online Payroll Voucher System, register to obtain an ID and password, “CLICK HERE TO REGISTER” on top left side of screen. If you already have a valid ID, proceed to Step 4.

- You may be required to register even if you have an existing REP or SmartXL login ID.
- You will be asked to create a Login ID and password, as well as provide your name, birth date, and employee number (located on your last check voucher) for verification purposes.
 - PLEASE USE YOUR FULL FIRST AND FULL LAST NAME (or as much of it that will fit up to 25 characters) AS YOUR LOGIN ID (all lower case, no spaces) example: johndoe
 - You may choose your own password and change it at any time.
 - Your Employee Number is the 6-digit number assigned to you by the district (You can locate this # on your last check or voucher). Do not enter your social security number, or your registration will be unsuccessful.
- Once you have successfully created an account, you will be prompted to return to the main district screen. **WRITE DOWN YOUR LOGIN ID & PASSWORD YOU CREATED IN A SAFE PLACE.** Repeat Step 2.

Step 4: **REGISTRATION/LOGIN SCREEN**

Log in with your new ID and password. **If it says you already have a LOGIN ID, click on “FORGOT LOGIN ID” (on left). If you forgot your password, do the same step after you get your ID by clicking on “FORGOT PASSWORD”.

Step 5: CHECK SCREEN (Click on “Voucher” Tab to view your voucher)

Select a check date from the pull-down box.

- Your current and year-to-date pay information will be displayed.
- You may wish to print your eVoucher or save and store it in your computer.
- Voucher history for the past 2 years will remain on the RESA E-Voucher site.