## How To: Register to Use a State of Illinois Employee Application

In order to use applications supplied by the state of Illinois, the network account must be registered for use with that application. Registering a network account with an application is detailed below.

1. Using an Internet browser, navigate to the URL of the application. For example, https://epass.illinois.gov or http://etime.illinois.gov

2. Enter the **Username** and **Password** for the account and click **Sign In**. *If you do not have an account, click **Sign Up** and follow the instructions below, titled How To: Create a State of Illinois Public Account and then return to Step 1 above.*

3. Complete the required fields: **Email Address**, **Confirm Email**, **First Name**, **Last Name**, **Phone Number**, **Birthdate** and **SSN (Last 4 Digits)**.

4. Click **Proceed with Registration**.

5. Follow the prompts on the next few screens to confirm the information you entered.

Once the registration screens have been completed, the browser will be redirected to the application.

## How To: See Benefit Time Immediately After an Inter-Agency Transfer

*This section is applicable only to inter-agency transfers. Employees who are new or have not transferred will not have or need this option.*

After an inter-agency transfer, you may log into eTime and notice that your benefit time shows zeros. This occurs because CTAS has not yet caught up with your transfer. In this case, you may manually update your agency in order to see your benefit time:

1. From the top menu, select **Profile**.

2. In the Profile view, select the **Agency** tab.

3. From the **Agency Name** drop-down, select your new agency and click **Save**.

4. Log out and back into eTime for the change to take effect.