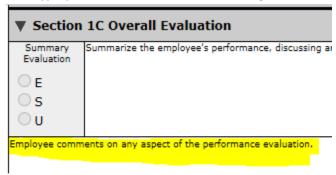
## **Instructions** – Employee EPMS documents

- 1. Open Google Chrome or Mozilla Firefox browser
- 2. Login to Wingspan
- 3. Go to the **EMPLOYEE DETAIL** tab
- 4. Select the **EPMS** link
- 5. On your keyboard (the first time you access this page each year) press and hold the "Ctrl" key while pressing the "F5" key. Doing this will update the code for this page.
- 6. Next to your name, click on the sideways triangle ▶ to expand the list of documents available.
- 7. If your review is pending for your e-signature, it will have a yellow exclamation mark in the Employee column, like this:



- 8. To open the EPMS document, click on the pencil icon 2 to the left of the document.
- 9. If you would like to add a <u>comment</u>, first expand Section 1C, by clicking on the ▶ icon for that section. To activate the comment section, click on the icon in the "Employee comments" box, type your comment then click on the green arrow to finish the entry.



- 10. To <u>e-Sign</u> the document scroll to the bottom of the window to find the gold <u>Status Bar</u>
- 11. First click on the **Save** button to save any comments made then click on the **Acknowledge** button to sign the document.

