

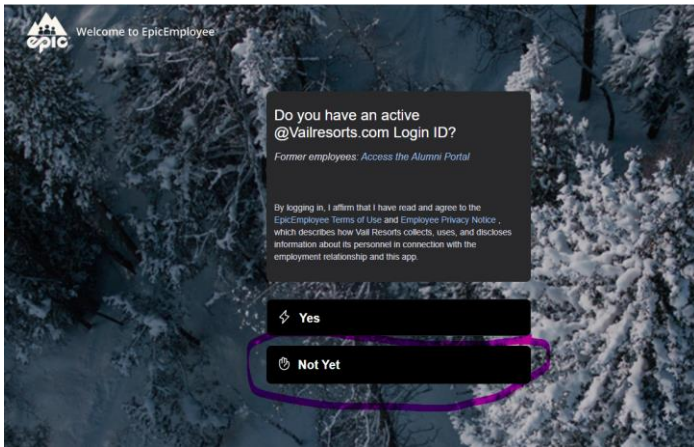
Epic Employee Sign-In & Task Instructions

Please follow the steps below to sign in to Epic Employee and complete your assigned tasks.

Step 1: Sign In to Epic Employee

When signing into Epic Employee, select **“NOT YET”** as shown below.

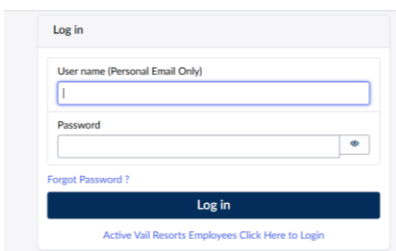
Use your **personal email address** to sign in.



Step 2: Create or Change Your Password

If you don't remember your password you can change your password, follow the instructions on the screen. If you have previously been locked out, your account should reset after 24 hours, allowing you to try signing in again.

Please **write down your password and keep it somewhere safe**. You will need this password each time you sign in to Epic Employee.

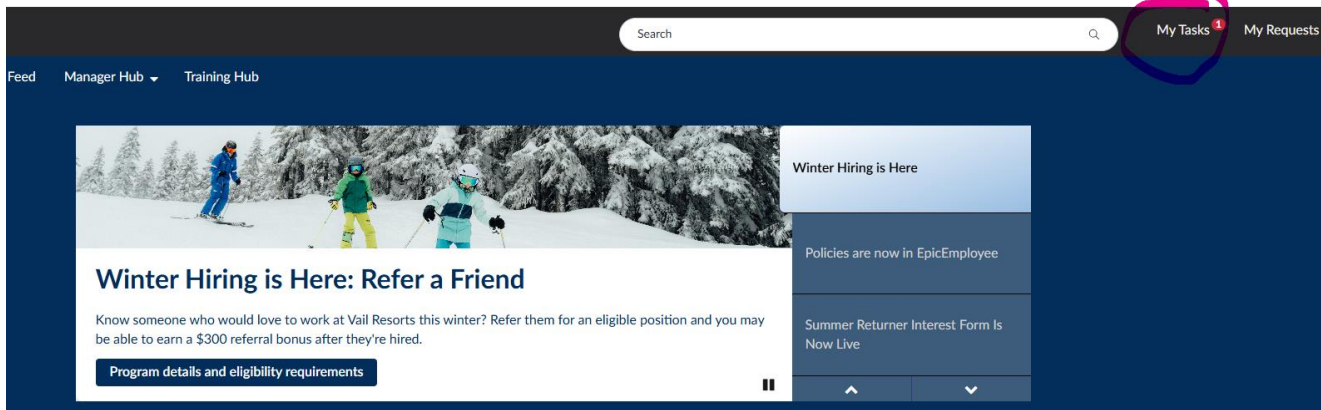


If you are having trouble logging in, click [HERE](#) for more information on how to reset your password.

Step 3: Access Your Tasks

Once you are signed in, look in the **upper-right corner** of the screen for **“MY TASKS.”**

Click on **MY TASKS** to view and complete your assigned tasks.



Step 4: Complete All Available Tasks

Complete the tasks that are currently assigned to you.

Please note that **completing some tasks may unlock additional tasks**. After completing your available tasks, be sure to **refresh the page** and check MY TASKS again to see if anything new has been added.

Continue refreshing and checking your tasks until you have completed everything currently available.