

## How to Register to Use www.FMLASource.com

- 1) Open your browser and navigate to [www.fmlasource.com](http://www.fmlasource.com).
- 2) The right side of the web page displays the area where “Log in” credentials are entered. In order to create Log in credentials, click on the link that says “Please register now.”

### Log in

User Name

Password

Password must be at least 8 characters,  
one number and one alpha character,  
and must not be the same as the user name.

Log In

New user? [Please register now.](#)  
[Forgot your password?](#)

Click here

- 3) Enter the Employee Number used by your employer.
- 4) Enter the postal code, or zip code, of your home address on file with your employer.
- 5) Complete the remaining fields by selecting your preferred method of correspondence and providing an email address, selecting a username and password of your choice, and selecting a challenge question.
- 6) Click “Submit/Log in”.
- 7) You can now request a leave, check the status of your leave(s), report intermittent absences, review letters that have been sent to you by FMLASource, and find general information about the FMLA.

### User Name/Password Registration

**Enter the required information below to register for FMLASource. After five failed registration attempts the system will require you to contact customer support at (866) 922-5671.**

**I forgot my [password](#).**

#### Employee Information

Employee Number

Postal Code

#### Correspondence Information

Send My Correspondence By

Personal E-mail Address

Personal E-mail Address (confirm)