



## II. Creating Your New Password (Cont.)

- 5) Enter your User ID using “e” plus your employee number.
- 6) Enter your generic password “1New” plus the last four digits of your Social Security Number.
- 7) Enter your new password. To confirm newly created password, re-enter your new password.
- 8) Click on “Submit” button.

Change Your Password

 Is it time to change your password? Has your password expired? No worries - enter the following information:

Username:	<input type="text" value="e123456"/>	
Current Password:	<input type="password" value="••••••"/>	<a href="#">Don't Remember?</a>
New Password:	<input type="password" value="••••••"/>	
Confirm Password:	<input type="password" value="••••••"/>	

Enter your User ID using “e” plus your employee number.

Enter “1New” plus your last four digits of your Social Security number.

Enter your new password and re-enter to confirm. *(Note: Refer to “Quick Tips” for information on password requirements.)*

Click on “Submit” button.

### QUICK TIPS

Your new password must meet the following criteria:

- Must be 8 characters or more containing upper and lowercase letters, numbers, and special characters (i.e., !, \$, #)
- Must be different from your last six passwords previously used and does not contain your username or full name.



# Logging In To mylacounty.gov

mylacounty.gov



This quick reference guide provides detailed steps on how to login to mylacounty.gov. This guide is divided into two parts:

- **Using Your Internet Login Account** - This part provides step-by-step procedure on how to login using your current User ID and password.
- **Creating Your New Password** - If you do not have an existing internet account, this part provides step-by-step procedure on how to create your new password to access mylacounty.gov.

## I. Using Your Existing Internet Login Account

- 1) Go to mylacounty.gov website.
- 2) Under “Employee Login” located on the left hand side of your screen, enter your current User ID (“e” plus your employee number) and password, and then click on “Login” button.

The screenshot shows the 'Employee Login' form with the following callouts:

- User ID:** e123456. Callout: "Enter your current internet User ID using 'e' plus your employee number."
- Password:** abcdef123. Callout: "Enter your password. (Note: If you forgot your password, refer to 'Quick Tips' for more information.)"
- Login** button. Callout: "Click on 'Login' button."
- Below the form are links: "Did you forget your password? Change my password." and "Need additional assistance?" with sub-links: "Tutorial On How To Login", "Tutorial On How To Reset/Change Password", and "Quick Reference Guide".

### QUICK TIPS

- If you forget your password, click on “Did you forget your password?” link to reset your password.
- Video tutorials are available for more information on how to login and how to reset/change your password.

## II. Creating Your New Password

If you do not have an existing internet account, you may login using your User ID (“e” plus employee password) and temporary generic password (“1New” plus the last four digits of your Social Security number) assigned to you.

- 1) Enter “e” plus your employee ID on the “User ID” field.
- 2) Enter your temporary generic password “1New” plus the last four digits of your Social Security number. (i.e., 1New1234)
- 3) Click on “Login” button.

The screenshot shows the 'Employee Login' form with the following callouts:

- User ID:** e123456. Callout: "Enter your User ID using 'e' plus your employee number."
- Password:** 1New1234. Callout: "Enter '1New' plus your last four digits of your Social Security number."
- Login** button. Callout: "Click on 'Login' button."
- Below the form are links: "Did you forget your password? Change my password." and "Need additional assistance?" with sub-links: "Tutorial On How To Login", "Tutorial On How To Reset/Change Password", and "Quick Reference Guide".

- 4) A popup message will appear indicating that your password is expired. Click on the link to change or create a new password.

The screenshot shows a red popup message: "Your Password is expired. Please change your password by clicking [here](#)". A callout box points to the 'here' link with the text: "Click on this link to change or create a new password."

A new web page will open which allows you to create your new unique and personalized password.