

In this guide, we are going to show you how to create an account with BASIC, to view your leave history.

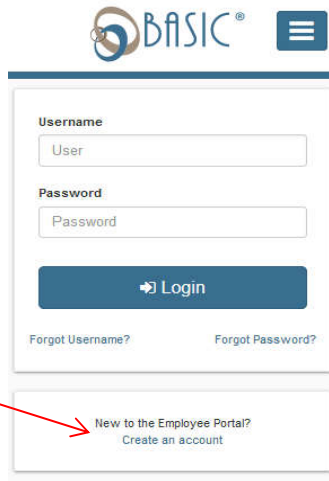
You will need:

- Internet access and a web browser. (*Google Chrome and Firefox work the best, and Internet Explorer is not recommended*).
- Your Employee ID number, with your employer. (*Please call BASIC at 888-472-3652, if you need your ID number*).
- Your 5-digit postal code.
- An active email address.

Follow these step-by-step instructions to create your account.

Step 1: Go to BASIC FMLA Login Page

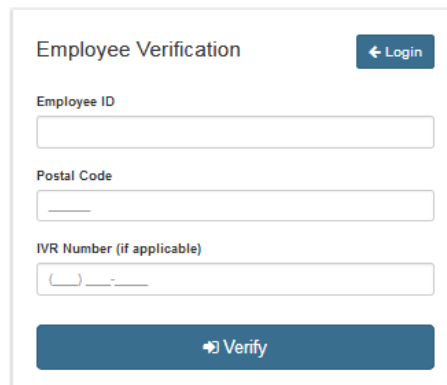
Open your internet browser and go to <https://fmla.basiconline.com>. Click the “Create an Account” link located in the middle of the page.



The screenshot shows the BASIC FMLA Login Page. At the top, there is the BASIC logo and a menu icon. Below the logo, there are two input fields: "Username" with the placeholder text "User" and "Password" with the placeholder text "Password". Below these fields is a blue "Login" button with a right-pointing arrow. Underneath the "Login" button are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the page, there is a link that says "New to the Employee Portal? Create an account". A red arrow points from the left side of the page to this link.

Step 2: Employee Verification

To set up your new account, BASIC needs to verify some information. You will need to enter your employee ID and postal code, then click verify.



The screenshot shows the Employee Verification page. At the top, there is the text "Employee Verification" and a blue "Login" button with a left-pointing arrow. Below this, there are three input fields: "Employee ID", "Postal Code", and "IVR Number (if applicable)". Below these fields is a blue "Verify" button with a right-pointing arrow.



The top of the next page should show your name. If it does not show your name, please contact BASIC at 1-888-472-3652.

Step 3: Account Setup

Verify your name appears at the top of the page. If your name appears at the top of the page continue to fill out the requested information. The email address and username needs to be unique. BASIC will check the availability of any username, and email address you provide. If they are already in use, you will be prompted to enter a different one.

You will need to come up with a password. Your password needs to be a least 6 characters long, have both uppercase and lowercase letters, and contain at least one number.

Once completed, click create. If you are successful, you will see a message letting you know your account has been created, and a confirmation email has been sent to the email address provided.

Create Account

Name: Kristal Sanders
[Not Kristal, Click Here](#)

Email

Username

Password

Confirm Password

Step 4: Confirm your Account

You will receive an email from notifications@basiconline.com. Open your email and click the link provided to complete your registration. If you do not see the email in your inbox, please check your junk or spam folder. Once you click the, you will be redirected to log into your account. Enter your username, password, and click login. After logging in, click the resources tab. Click on the 'how to' tab for more information on navigating your account.

If you have any questions or technical difficulties with creating your account, please contact BASIC Leave Management at 888-472-3652.



3 Ways to Report a New Leave of Absence

You are required to report all workers' compensation and FMLA related absences, tardies and leave early time.

Please have your Employee ID number ready (5-6 digit # found on your paystub)

| | | |
|-------------------------|------------------------|------------------------|
| 1 IVR Phone Line | 2 Web Reporting | 3 Online Portal |
|-------------------------|------------------------|------------------------|

<https://absence.basiconline.com>

<https://fmla.basiconline.com>


City of Green Bay
Interactive Voice
Response Number (IVR)
855-786-1223



- Please have your employee ID number ready.
- Once the call is complete you will receive a confirmation number and your employer will be notified.

- Please have your employee ID number ready as well as your company IVR number **855-786-1223**
- Once you submit you will receive a confirmation number and your employer will be notified.

- Once you create an account, select report an absence and the system will transfer you to the web reporting tool with your information pre-filled.
- Once you submit you will receive a confirmation number and your employer will be notified.



Employee ID _____

Absence Reporting Line (IVR):
855-786-1223

For assistance call: 1-888-472-3652

- The portal provides information relating to your FMLA claim or absence submissions in real time.
- You can also send documentation to BASIC securely, print leave paperwork, or request assistance.