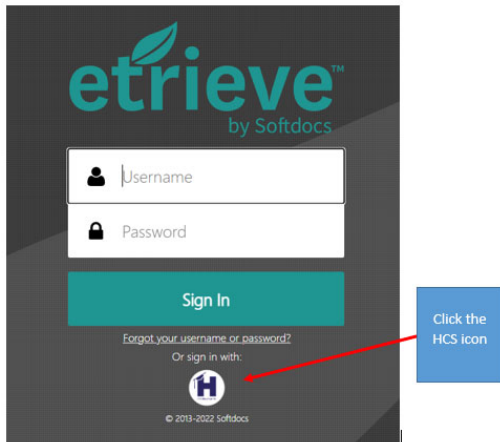


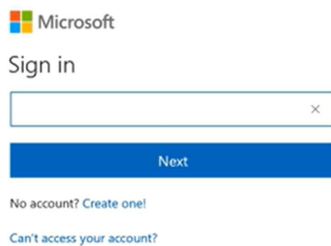
How to Access Etrieve Central for HENRY COUNTY EMPLOYEES:

To access the new [Etrieve Central portal](#), click the HCS icon (). This icon will authenticate you into the new portal.

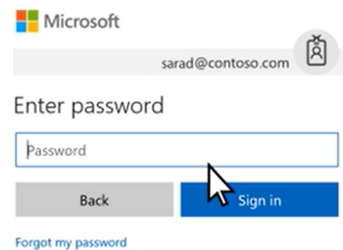


If it is your first-time logging into the portal, you may be prompted to enter your Microsoft (HCS email) credentials (see below).

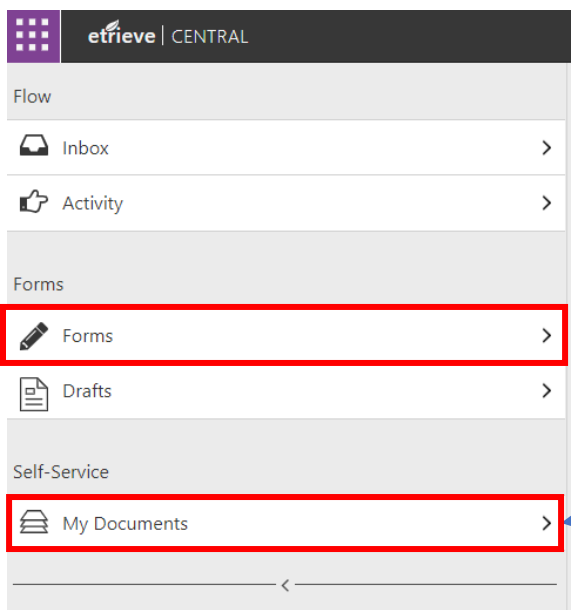
- **Username:** enter your entire Henry County email address



- **Password:** enter your password



Once logged in, the Etrieve Central home screen will appear (see below):



To access forms, such as, Change of Address and Separating Employee Registration*, **Click Forms**

**The Separating Employee Registration form creates a personal email user account to allow former employees to maintain access to their historical personnel documents.*

To view your personnel documents, such as, contracts, correspondence, direct deposits, payroll stubs, and W-2 statements, **Click My Documents**