



Welcome to our new Employee Portal! You can access our portal by entering the following link into a web browser:
myinformaportal.com/rome

Our new login page is shown below. You will notice two (2) log in buttons, one will launch the **My Documents** portal and the other will launch the **My Forms** portal.

Log In to My Documents

To view/print your personal documents (pay stubs, W2, etc.)

You MUST REGISTER to be able to see your personal documents. Registration Instructions on page 2.

Log In to Submit or Approve Forms

To view/submit employee change forms and financial requests (purchase requisitions, address changes, professional leave requests, etc.). Please see additional instructions on page 6 to access the **My Forms** portal.

The screenshot shows the login page for the Rome City Schools Employee Portal. At the top is the Rome City Schools logo, which is a red circle with a white 'R' in the center, and the words 'ROME CITY SCHOOLS' and 'EST. 1883' around it. Below the logo is the word 'Welcome!'. There are two tabs: 'Login' (selected) and 'Forgot password?'. Below the tabs is a 'Login Page' section. It contains a red text prompt: 'Want to View Your Pay Stub, W2, or Other Personal Documents?'. Below this is a green button labeled 'Log In to My Documents (Go to FI)'. A callout box points to this button with the text 'Go DIRECTLY to My Documents Portal.'. Below the button is the word 'or'. Below 'or' is another red text prompt: 'Want to Submit a Request or Update Personal Information? Please enter your username and password below!'. Below this prompt are two input fields: 'Username:' and 'Password:'. A callout box points to the 'Username:' field with the text 'Go to My Forms Portal.'. Below the input fields is a checkbox labeled 'Remember me'. Below the checkbox is a blue button labeled 'Log In to Submit or Approve a Form (Go to Logiforms)'. Below the button is a link labeled 'Register to login.'. A callout box points to this link with the text 'This link is form New Hire Onboarding ONLY!'. At the bottom of the page is the address and contact information: '508 East Second Street | Rome, GA 30161 | Phone: 706-236-5050 | Fax: 706-802-4311'.

ROME CITY SCHOOLS
EST. 1883

Welcome!

Login [Forgot password?](#)

Login Page

Want to View Your Pay Stub, W2, or Other Personal Documents?

Log In to My Documents (Go to FI)

Go DIRECTLY to My Documents Portal.

or

**Want to Submit a Request or Update Personal Information?
Please enter your username and password below!**

Username:

Password:

☐ Remember me

Log In to Submit or Approve a Form (Go to Logiforms)

[Register to login.](#)

This link is form New Hire Onboarding ONLY!

508 East Second Street | Rome, GA 30161 | Phone: 706-236-5050 | Fax: 706-802-4311



Log In to My Documents

For security reasons, you must first register your account using your **district email** as your **username**. Follow the directions below to register your account.

REGISTER YOUR ACCOUNT (You will only register your account one time upon your initial log in.)

1. Click the green button **[Log In to My Documents]**.
2. You will be redirected to the informa software login page.
3. Click the **[Log In]** button.



4. Enter your email address in the **Username** field.
5. Enter the default password **P@ssw0rd!** (that is a zero)
6. Click the darker blue **[Login]** button.
7. Check your email from **Informa Identity Server** (Don't forget to check your spam folder!)
8. Click the link in the email. It will take you to this login screen again.
9. Follow the screen prompts to create your **NEW** password.

- a. Password Rules:
 - i. Must be at *least* 8 characters in length.
 - ii. Must contain at least one number. (0,1,2,3,4,5,6,7,8,9)
 - iii. Should contain at least one UPPER CASE letter
 - iv. Should contain at least one lower case letter.
 - v. Must contain at least one special character. (!, #, /, etc.)

10. You will be redirected back to the Login screen.
11. Enter your username (email) and **NEW** password.
12. Click the Login button. (The screen may take a few seconds and "refresh" or "pop" a couple times.)
13. You will be prompted to accept "**forms-integrator is requesting your permission**".
 - a. Make **NO** changes or you will not be able to see your documents!
 - b. Click **[Yes, Allow]**.

Your screen may reload a time or two as you are redirected, and you will then be logged into the **My Documents Portal**.



To View Your Pay Stubs and Other Personnel/Payroll Documents

First, navigate to the My Documents Portal (a.k.a. Informa Forms Integrator or FI).

- You can use the green **[Login to My Documents (Go to FI)]** button on our Employee Portal OR if you are logged into the Forms Portal.

Login [Forgot password?](#)

Login Page

Want to View Your Pay Stub, W2, or Other Personal Documents?

Use this button if you **ARE NOT** logged into the My Forms Portal.

[Log In to My Documents \(Go to FI\)](#)

[My Documents](#)

Use this button if you **ARE** logged into the My Forms Portal.

or

Want to Submit a Request or Update Personal Information?
Please enter your username and password below!

Login

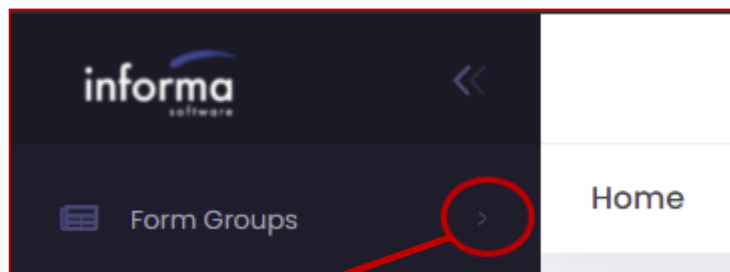
Local Login

1 Username

2 Password

☐ Remember My Login

3 [Login](#) [Cancel](#) [Forgot Password](#)



informa software

Hi, [User Name]

Form Groups 1

• Pay Stubs 2

• Pay Stub 3

• Tax Forms

• Other Forms

Search Pay Stub

Search

Check Date Any Defaults to Any

[CLEAR](#) [FIND](#) 4



NOTE: The sorting order may look odd BUT you are able to be change it by clicking on the **Pay Date** column header two (2) times.

Results may look different than shown as the dates will reflect pay stubs within the imaging system and not necessarily since the date you were employed.

Results

Pay Date
1/31/2012
2/29/2012
3/30/2012

Results

Pay Date

Click 2 times to sort and get the most recent Pay Stub at the top of the list.

Browse Pay Stub

Employee Information: Employee ID, SSN, Telephone, Loc/Class
Company Information: [Redacted]
General Information: Check No, Check Date, Contract Fiscal - To - Date
Tax Data: Fed, GA, Account Type, Account Number, Amount
Net Pay Distribution: [Redacted]
Paycheck Summary: Desc, Reg Amt, OT Hrs, OT Amt, Cont Amt, Total Gross, Total Taxes, Total Deds, Total Net Pay
Current Hours and Earnings: Description, Pay Rate, Regular Hrs, Regular Amount, Overtime Hrs, Overtime Amt, Contract Amt
Paid Time Off: Type, Current, YTD, Balance, Type Two, Current, YTD, Balance, Description, Current, YTD
Employer Paid Benefits: [Redacted]

These may NOT help due to the way dates sort in the system.

Prev 119 of 120 Next

Pay Date
4/9/2021

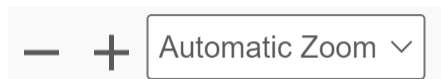
New Close

Tools Available to You When Browsing Documents

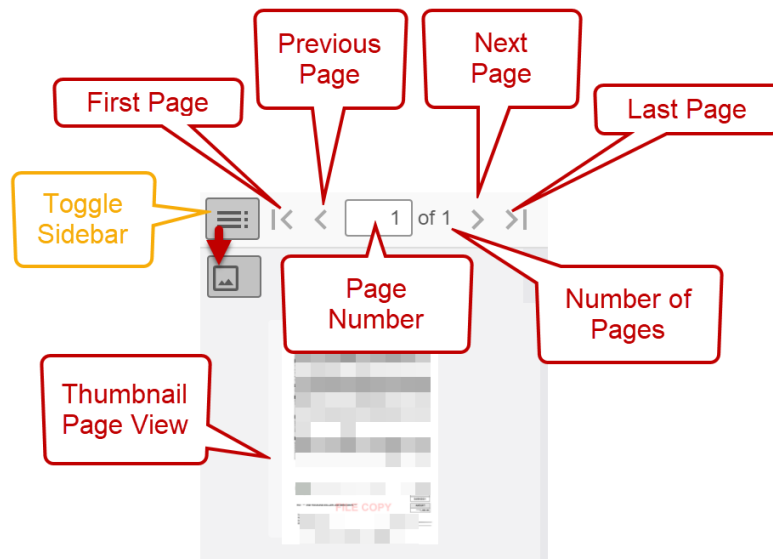
When you are viewing any document on a computer screen, you will see the following tool bar in the upper right-hand corner of the image.



- A. Rotate Clockwise
- B. Rotate Counterclockwise
- C. Switch to Presentation Mode (Full Screen)
- D. Print
- E. Download
- F. Menu of additional options

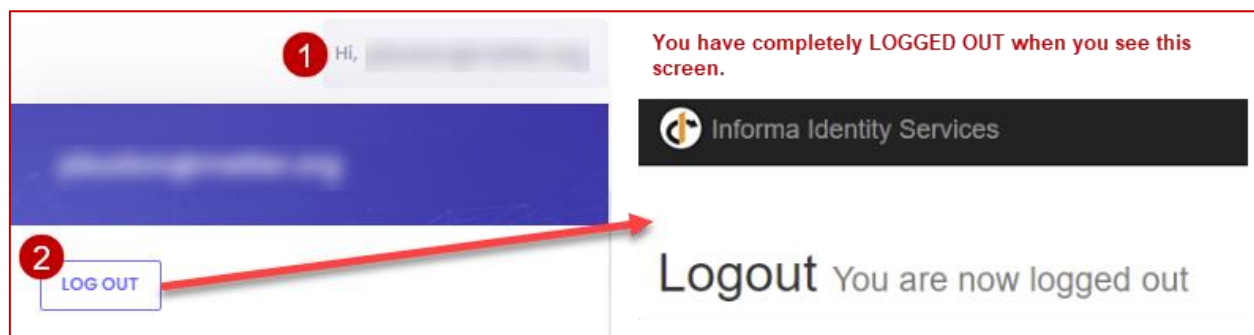


For multi-page documents, you will see these icons



Logging out of My Documents Portal (Forms Integrator, FI)

1. Click on your username in the upper right-hand corner.
2. Click on the **[LOG OUT]** button.





Submitting or Approving Forms

Log In to Submit or Approve Forms

(No account registration required)

1. Enter your username (district email)
2. Enter your password (your date of birth x/xx/xxxx – with no leading 0 for months 1-9)
3. Click the **[Log In to Submit or Approve Forms]** button.

Username:

Password:

☐ Remember me

Log In to Submit or Approve Forms

CHANGE YOUR PASSWORD

You may **reset** or **change your password** at any time using the “**Forgot password?**” tab.

Login

Forgot password?

1. Password Rules:
 - i. Must be at *least* 8 characters in length.
 - ii. Must contain at least one number. (0,1,2,3,4,5,6,7,8,9)
 - iii. Should contain at least one UPPER CASE letter
 - iv. Should contain at least one lower case letter.
 - v. Must contain at least one special character. (!, #, /, etc.)

FORM LIBRARY

1. Select a form to complete by clicking the form button.
2. Complete the form.
3. Hit the **Submit** button at the bottom of the form. Please see additional handout for further information on completing forms.

EMPLOYEE PORTAL
Form Library

Click **My Inbox** to approve or process forms sent to you.

Another link to **My Documents** Portal.

Track forms you have submitted or approved.

Payroll/Personnel Forms

- Direct Deposit Signup Update
- Change Name/Address/Phone
- State Income Tax Withholding (G-4)
- Federal Income Tax Withholding (W-4)

Miscellaneous Forms

- Professional Learning/Leave Request

Purchase Requisition

- Purchase Requisition
- New Vendor Request

Invoice Approval

- Invoice Payment Approval

Expense Forms

- Local Mileage Log
- Expense Report - Reimbursement Request

New Hire Forms

- 1 - Employment Eligibility I-9 Form
- 2 - Race & Ethnicity Questionnaire
- 3 - Personal Data Form
- 4 - Multi-Policy Acknowledgement
- 5 - GA New Hire Reporting
- 6 - Employee IT Request
- 7 - Direct Deposit Signup
- 8 - State Income Tax Withholding (G-4)
- 9 - Federal Income Tax Withholding (W-4)

LOG OUT when finished (upper right-hand corner)

Logged in as **you@yourdistrict.com**

Click on the drop-down to see the Log Out