Tattnall One Time Sign In setup process – Follow all steps:

Please go through this complete document for the sign in process.
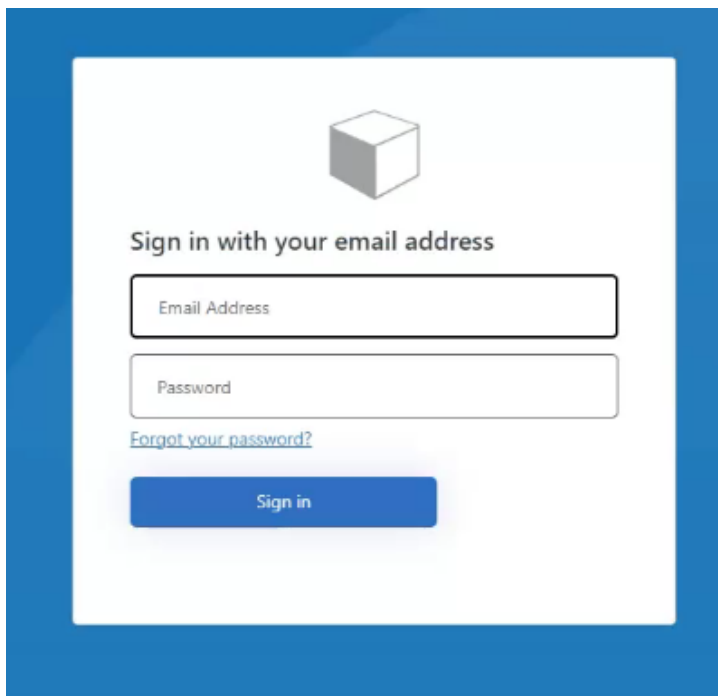
STEP 1- LOGGING IN TO STREAMLINE (formerly FI)

Go to: https://tattnall-prod.formsintegrator.com/
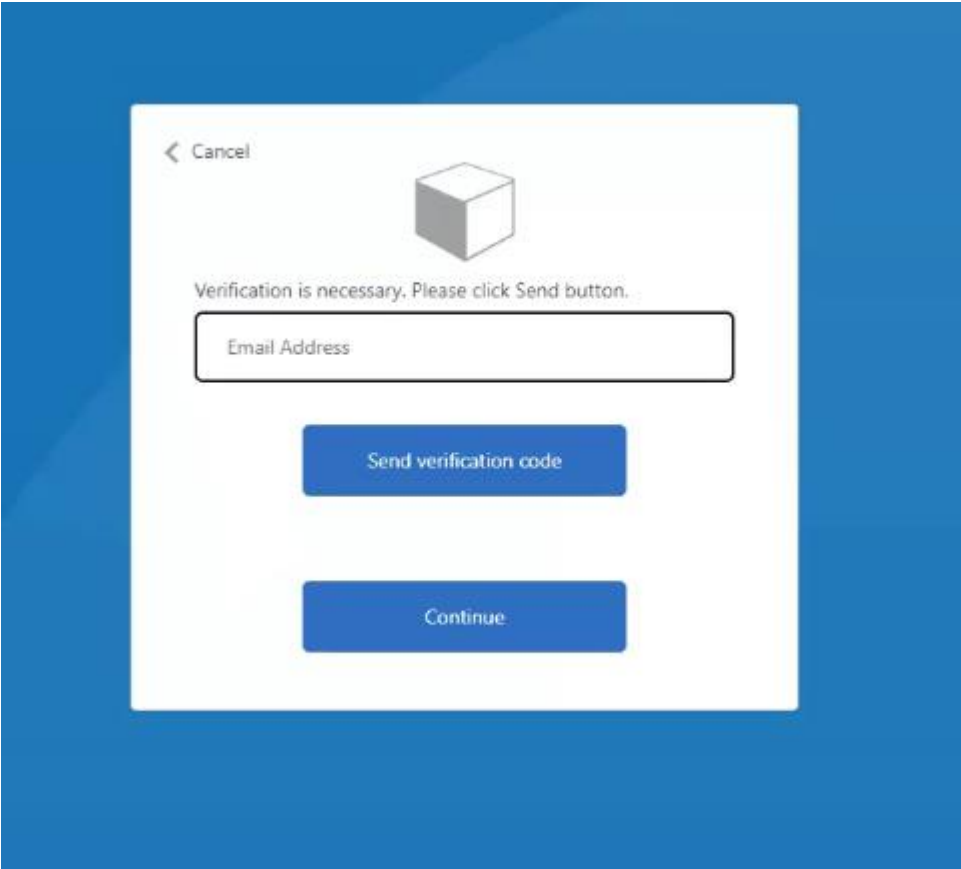
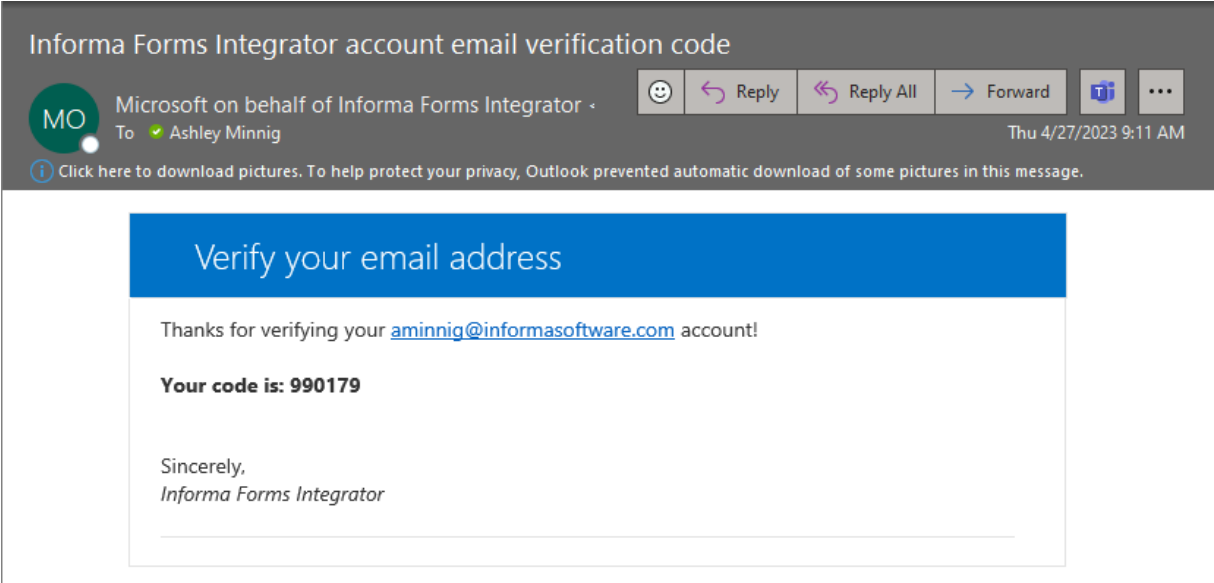The following page will open. Click on "Log In".

The following page should be displayed. Click on the "Forgot your password" link.
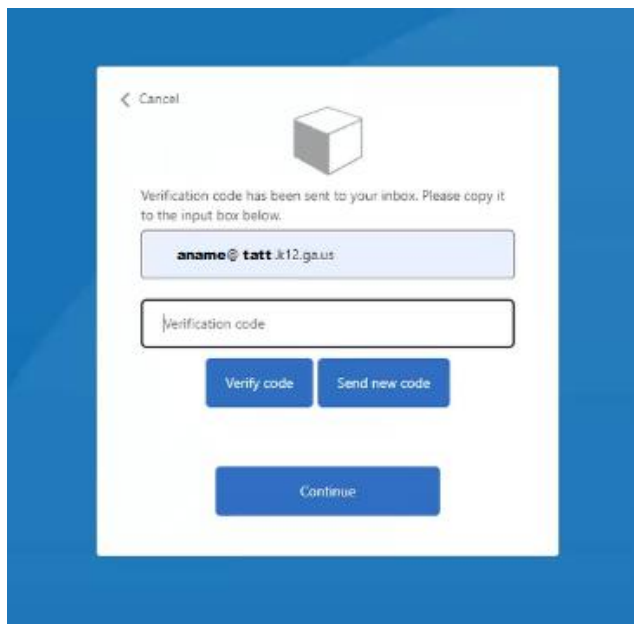
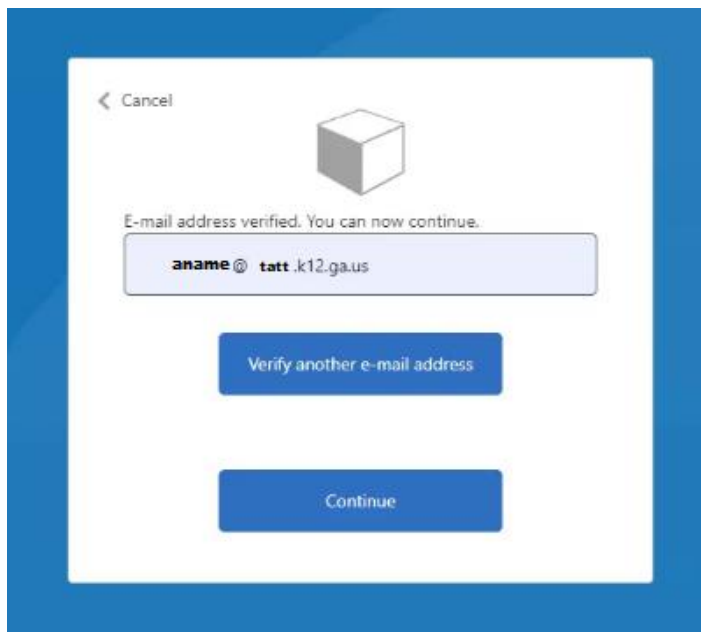Enter your **email address** and click the "Send verification code" button.

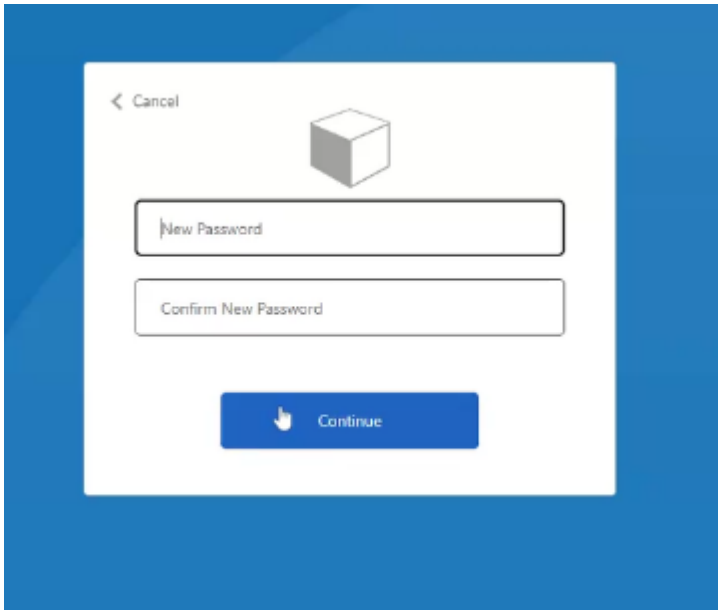You should receive an email similar to the following:

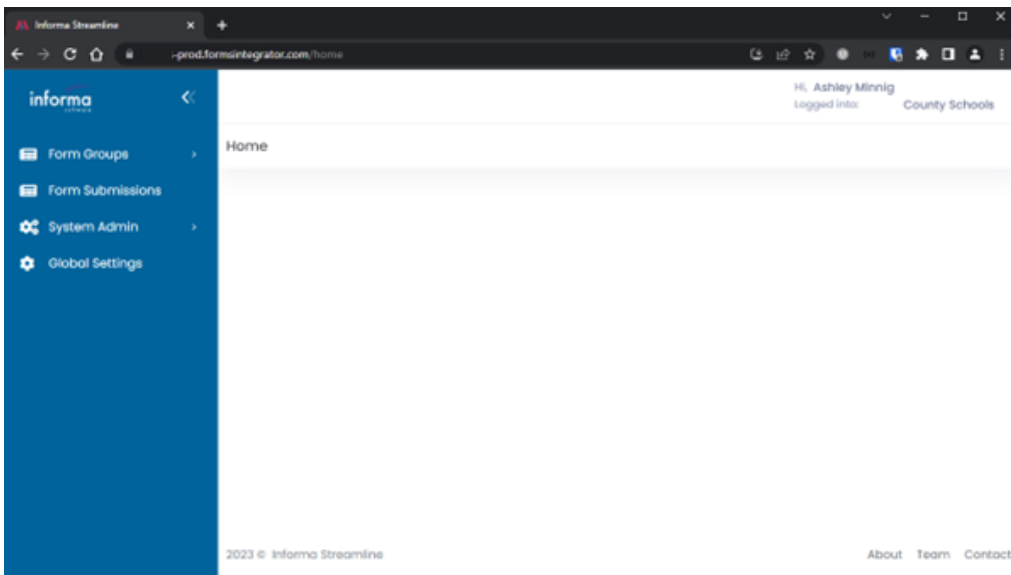Enter the code from the email for the verification code, and click "Verify code"

The following page should be displayed. Click the "Continue" button.

The following page should be displayed. Enter the password you want to use and click "Continue"

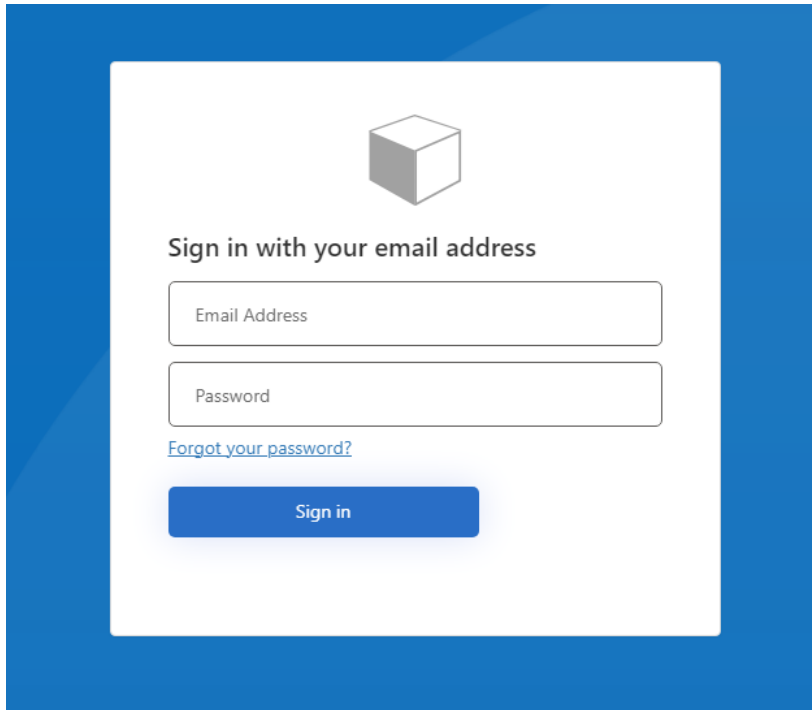
You should now be signed in to Streamline, you can close the page.

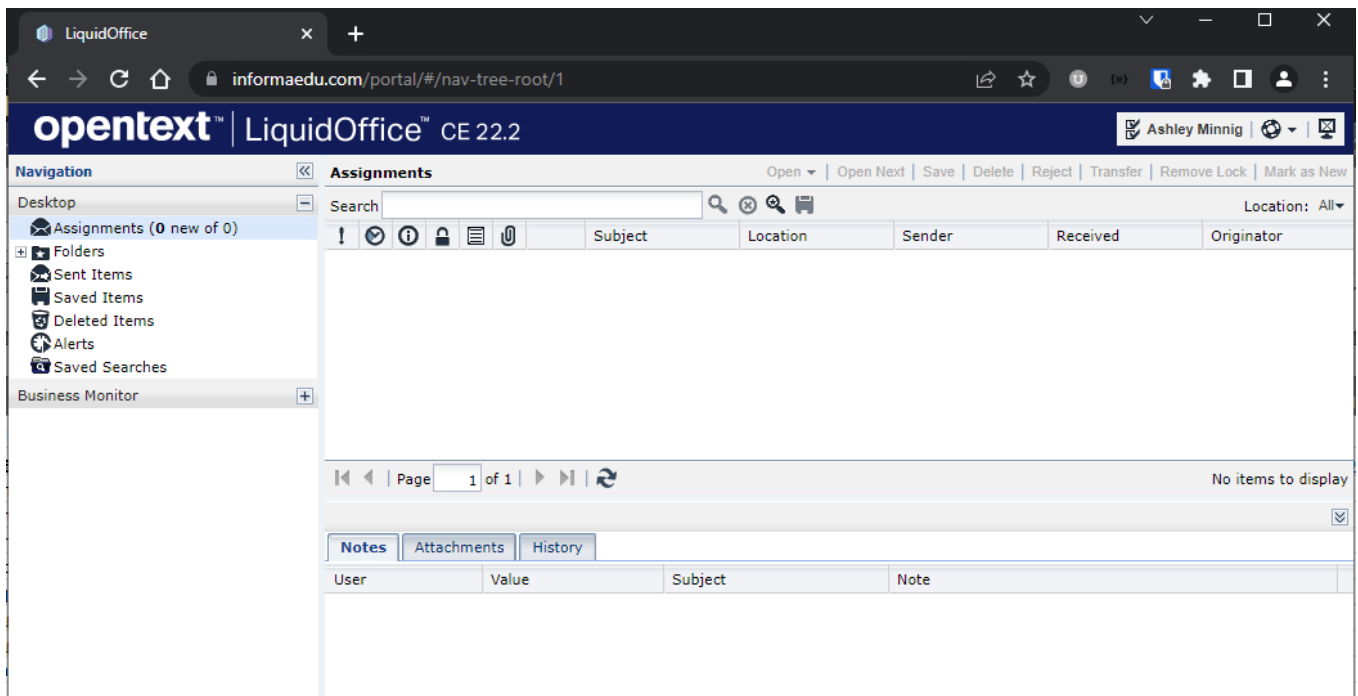# STEP 2- Logging in to activate Portal (this link is only for activation to access the InformaEdu portal)

Go to: https://www.informaedu.com/

The following page will open. Enter your **email address** and password (<u>same email and password you used for Streamline</u>) click "Sign in".

The following page will open. You can close the page.
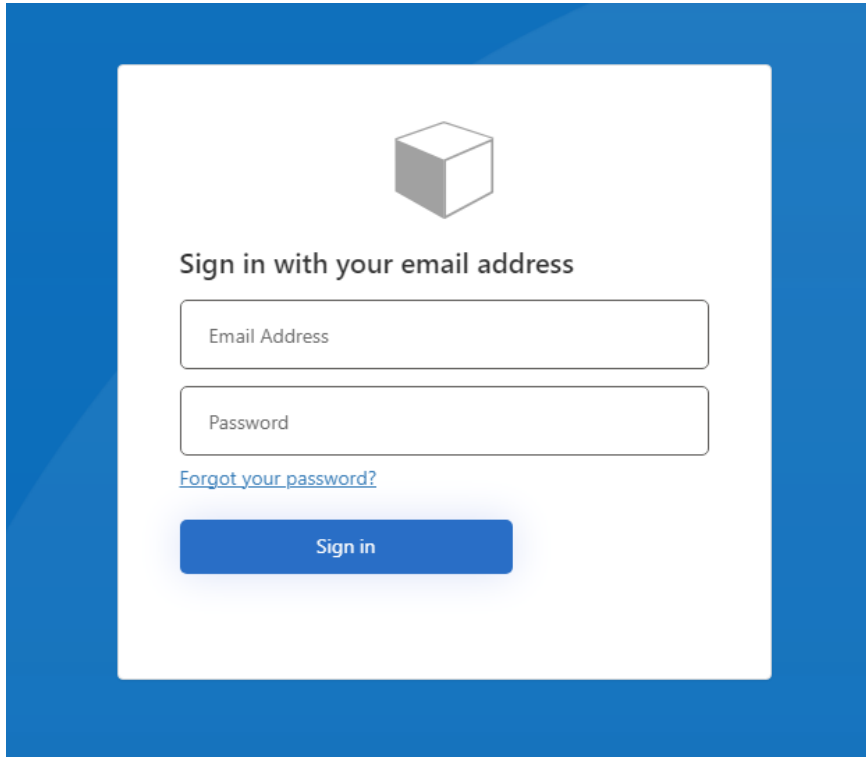
STEP 3- Logging in to InformaEdu Portal (formerly Logiforms)

Go to: https://www.informaedu.com/lfserver/Tattnall_Portal

The following page will open. Enter your **email address** and password (<u>same email and password you used for Streamline</u>) click "Sign in".

You should now see the EMPLOYEE PORTAL. Certain buttons may not be visible depending on your permissions.

informaedu.com/lfserver?DFS__Action=Login&DFS_Client=JSP&DFS_GUID=5xe1c3cb094bdd14az1880b5791fazx31efgsxsxsx4&DFS_TZ=-4

EMPLOYEE PORTAL
Form Library

Logged In: Ashley Minnig

| Form Library | ⇧ My Inbox | ⇧ My Documents | ⇧ Contracts | | ⇧ ADMIN |

Payroll/Personnel Forms

- Direct Deposit Signup/Update
- Demographic Change
- State Income Tax Withholding (G-4)
- 2023 Federal Income Tax Withholding (W-4)
- Extended Leave Request

Purchasing

- Purchase Requisition
- New Vendor Request

***** **Self Help Links** *****

Complete & Submit a Purchase Requisition (UNDER CONSTRUCTION)

How to Register and View Pay Stubs (UNDER CONSTRUCTION)

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