

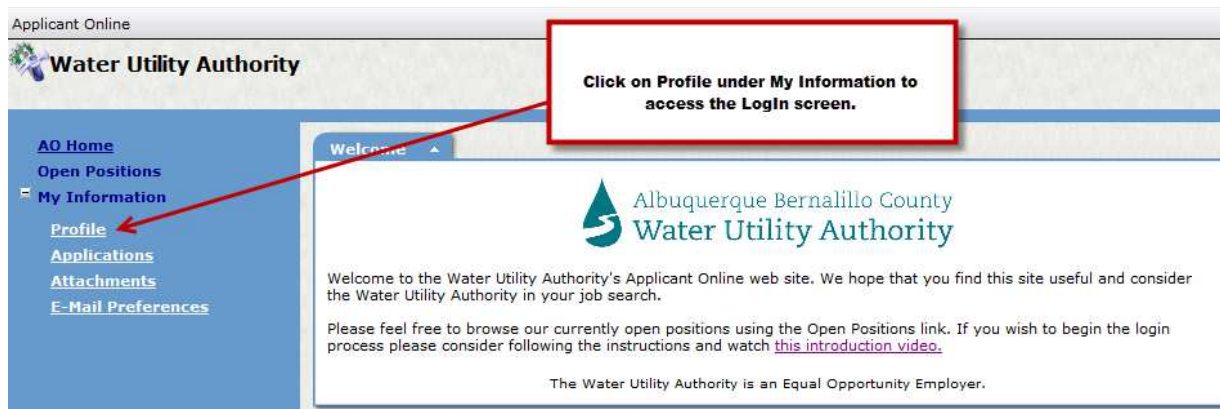
RETURNING USER LOGIN DOCUMENT

NOTE: If you are a current Water Authority employee, sign in through your EMPLOYEE ON LINE link!

Then go to the Forms/Instructions link to access the 'How to Apply' instructions.

As a Returning User, your profile and other personal information has been stored. When returning, it is best to validate this information upon signing in.

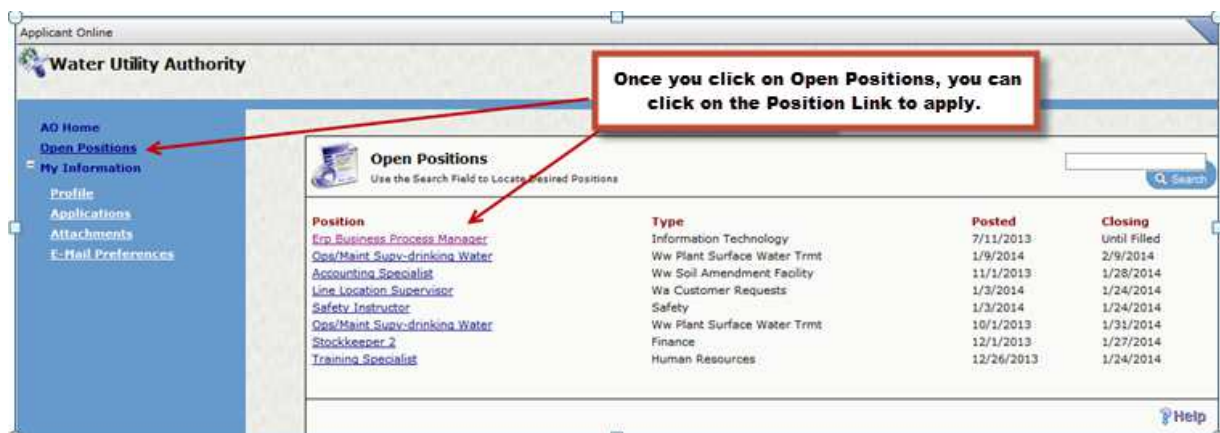
Step 1 - Go to the 'My Information' tab and click on 'Profile', which will take you to the LogIn link.



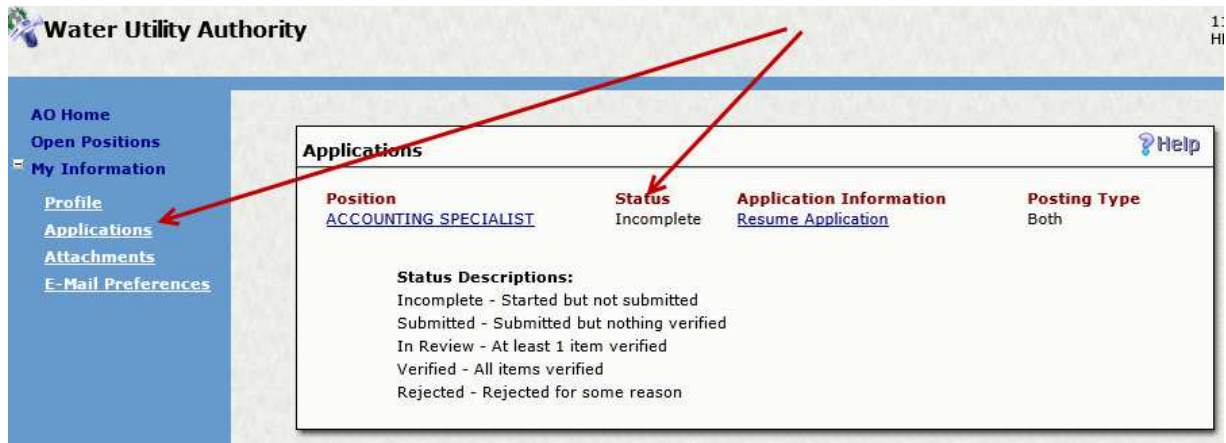
Step 2 – Enter your Login and Password and click Login.

Your Name and Address Information will appear. You can make changes/updates here.

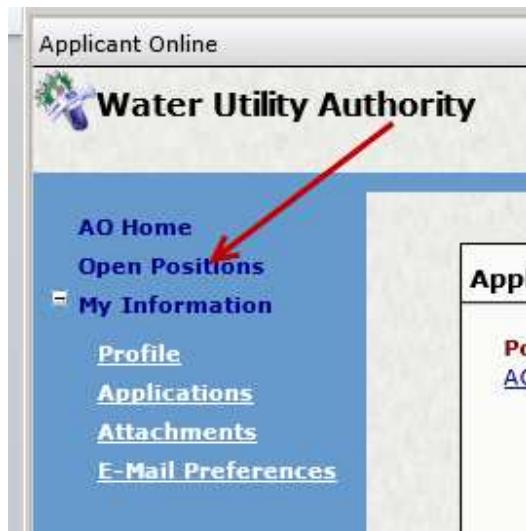
Step 3 – You can now go to 'AO Home' to access instruction documents OR click on Open Positions to apply OR click on Applications to resume/review the applications you have already submitted or begun (see Step 4 below).



Step 4 – If you have an ‘in process’ application to complete, click on the Applications link. It will display your applications and their status. You can click on the ‘Resume Application’ links for those that are incomplete and continue the application process. (If you started an application but the position posting is now closed, the Position will no longer appear in this list).



Step 5 - If you want to apply for a new position, click the Open Positions link on the left side.



NOTE: If you forget your Login or password, the system will email you the information.

Click on the 'Forgot Login?' link.



Enter in the email address you used when you setup your profile.



An email will be sent to the email address with your Login/password information.

