

Earned Sick Time Balance – PCA

To access the PCA Portal, go to <https://www.OnlineEmployer.com/feapca>

1. If it is your first time logging in to the site, click the blue “PCA First Time Login” link, which will provide the format of the username and password. If you have already logged in before, enter your user name and password.

Welcome

This secure portal is intended for use by authorized Fiscal Employer Agent (FE/A) Employees and PCAs.

Login:
 First initial of FirstName + LastName + last 4 of SSN

Password:
 First initial of FirstName + First initial of LastName + DOB (mmddyyyy)

Login: [PCA First Time Login](#)

Password:

2. For first time users, once you have logged in, you will be asked to reset your password and enter your email address. The email address is required so we can email you a temporary password should you need to reset it in the future.

Manage Password/Email Address

User Name: genuser

Password:

Confirm Password: *

Email Address: *
Valid Email is required to reset password.

3. Once logged in, you will see your Earned sick time balance and history.

Earned Sick Time

Week	Hours Worked	Sick Earned	Sick Used	Balance
Summary	72.00	1.00	1.00	0.00
06/27/2015	16.00	0.53	1.00	0.00
06/20/2015	14.00	0.47	0.00	0.47
06/13/2015	14.00	0.00	0.00	0.00
06/06/2015	28.00	0.00	0.00	0.00

4. From the menu bar, there are two available options:



- a. Settings – Drop down menu to change your password or update your email address.
- b. Log out – Log out of the portal.