You must complete all of the following steps to successfully sign the LRA for the 2023-2024 school year.

1. Sign in to the CISD SSO Portal, click on the Employee Portal folder, and select the Employee Access Center (EAC) app.



- 2. To sign in to EAC, enter your Employee Identification Number (EIN) as the User ID, enter the unique password you created for this site, and click Sign In. If you forgot your password, use the "Forgot your Password?" link under the sign in button. If you are unable to recover your password using this link, contact the Technology Help Desk for a password reset at help@conroeisd.net or 936-709-7658.
- 3. Once signed in to EAC, locate the Employee Tasks menu on the top left of the screen and click on **Documents**.
- 4. Within Documents, click the Letter of Reasonable Assurance link to view the letter, check the Sign box, and click the **Sign Letter** button to add your signature.

eFinancePlus

mployee Tasks **Demographic Information** Additional Information Payroll Checks Salary and Benefits Leave Information Print W2s W2C Forms Print 1095s Tax Information **Deductions and Benefits** "What If" Paycheck Calculator Documents

ployee Tasks Demographic Information Additional Information Payroll Checks	To view a Contract/Lette Contracts/Letters of Reasonable Assura	To view a Contract/Letter of Reasonable Assurance, click on the link under Descript Contracts/Letters of Reasonable Assurance that do not contain a signature date are awaiting your re			
alary and Benefits	View Documents				
eave Information	Description	School Year	Sign By	Sign	
Print W2s	LETTER OF REASONABLE ASSURANCE	2023-2024	05/31/2023		
vize Forms Print 1095s Tax Information Deductions and Benefits What If" Paycheck Calculator Documents	By adding a check i you acknowledge th Th	By adding a check in the Sign column and clicking the Sign Document button, you acknowledge that you have reviewed the document and agree to the terms. This constitutes a legal and binding signature.			

5. You can view, print, or download the electronically signed letter from EAC at any time.

If you fail to electronically sign the LRA by **Thursday, May 25, 2023, at 4:30 PM**, then the District will consider you to have resigned your substitute position effective May 25, 2023. Additionally, should you wish to be employed by Conroe ISD in the future, you will be required to submit a new employment application.