


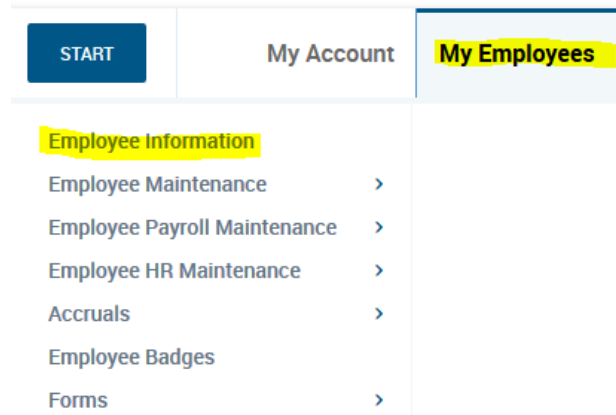
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## Unlocking Employees

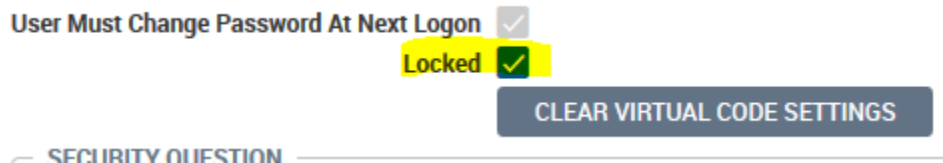
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Should an employee express that they have received the dreaded "This account has been locked" error, follow the steps below:

First, navigate to **My Employees > Employee Information** and select the **edit** (  ) icon for whichever employee needs to be unlocked.



On that page, look for the **Account Information** widget. Near the bottom of this widget, just above the **Security Question** box, you should find the following:



From here, all you have to do is unclick the **Locked** box.

Click the **SAVE** button in the top right hand corner; your employee should be unlocked and able to login!