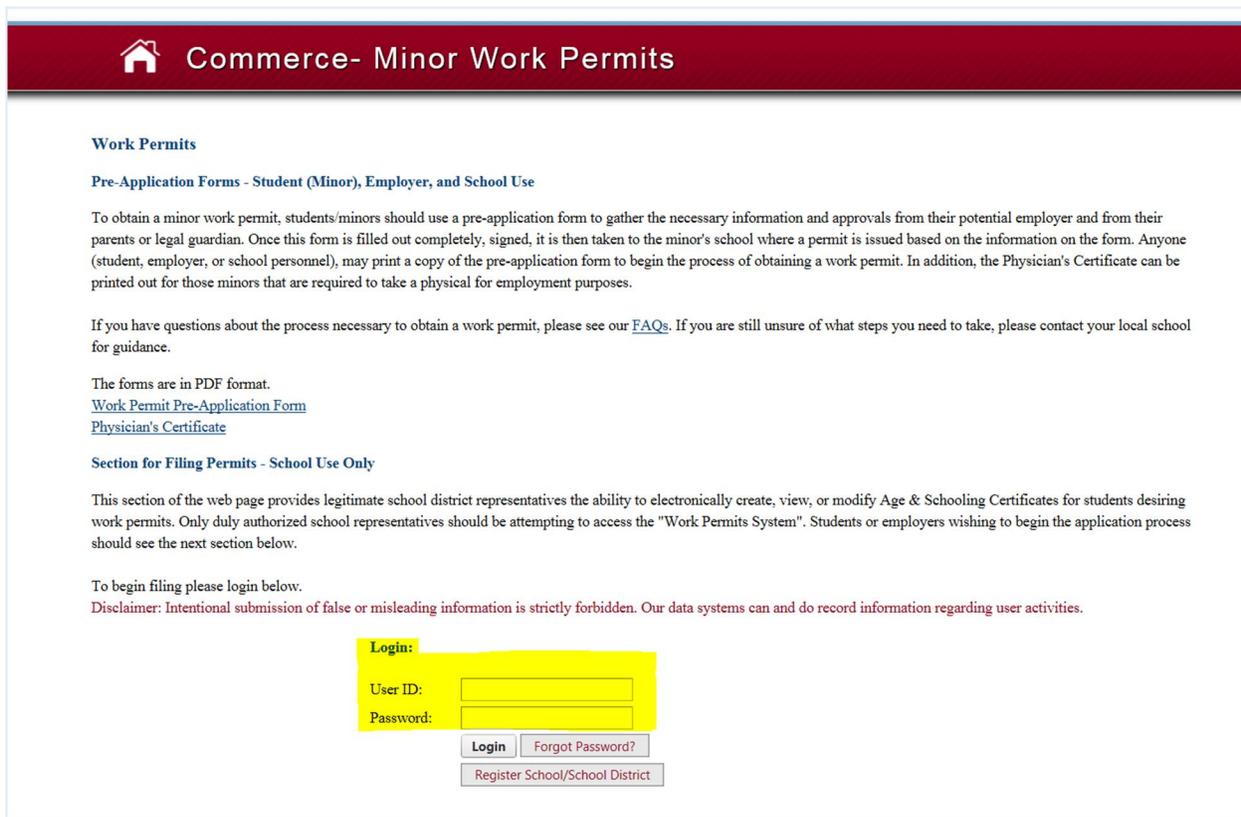


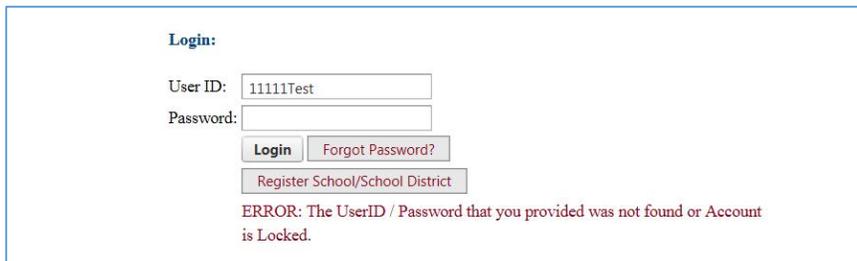
Minor Work Permit Initial Log-In Procedure

1. The first time a school or district logs-in to the new Minor Work Permit System (MWPS), you will need to use the original UserID and password from the old MWPS. Those usernames were all uniformly created to include, the initials of the school/district and the IRN number of the same, e.g. OCH999999. The passwords were all randomly created to include a series of capital letters and numbers, e.g. 1ZTAA1N3.
2. You will use that original UserID and password in the boxes highlighted below:



The screenshot shows the homepage of the Commerce- Minor Work Permits system. The header is dark red with a white home icon and the text "Commerce- Minor Work Permits". Below the header, there is a section titled "Work Permits" with a sub-section "Pre-Application Forms - Student (Minor), Employer, and School Use". The text explains the process of obtaining a minor work permit and provides links to "Work Permit Pre-Application Form" and "Physician's Certificate". There is also a section for "Section for Filing Permits - School Use Only" with a disclaimer. At the bottom, there is a "Login:" section with two input fields for "User ID:" and "Password:", and three buttons: "Login", "Forgot Password?", and "Register School/School District". The input fields and the "Login" button are highlighted in yellow.

3. If your UserID and password are entered correctly, and your school is already registered in the system, you will be directed to a screen that will prompt you to create a new password and to finish the account set-up procedure. Note: If you were inactive in the old system your account information was not converted to the new system. Proceed to Step 4 if you were able to successfully log-in with your original UserID and password. If your UserID and password are incorrect, or if your account has not been registered (meaning you do not have a UserID or password that are active), you will get the following message:

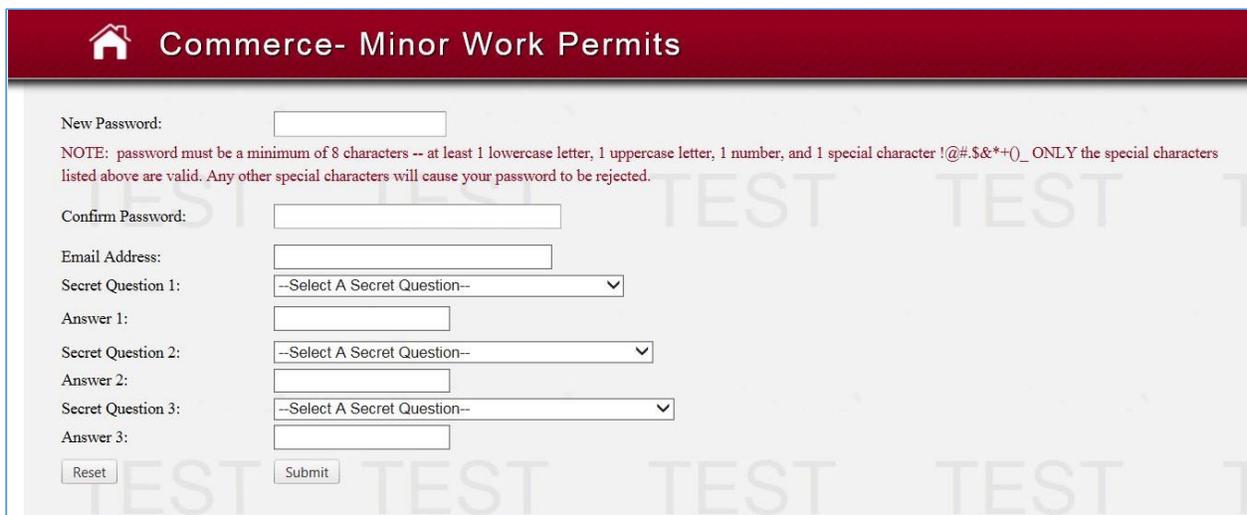


The screenshot shows the login screen with the following elements: "Login:" label, "User ID:" input field containing "11111Test", "Password:" input field, "Login" button, "Forgot Password?" button, and "Register School/School District" button. Below the buttons, there is a red error message: "ERROR: The UserID / Password that you provided was not found or Account is Locked."

If you receive this message, you may have incorrectly set-up your original account or your account may not be active in this new system. If this occurs, please send an email, including your UserID to: webmaster@wagehour.com.state.oh.us . Once this email is received, you will be contacted via email with confirmation of your UserID and a link to reset your account. That email will be sent from noreply@com.state.oh.us and will look like this:

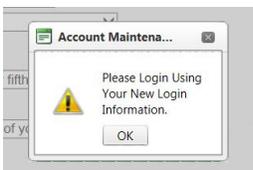


Simply click on the link in the email and you will be directed to a page that will prompt you to reset your password, enter your email address and answer 3 security questions. That screen will look like this:



You will then need to create a password that is at least 8 characters long and contains a capital letter, a lower-case letter, a number and a special symbol, e.g. !@#.\$&*+()_

Once you have successfully completed this step, you will receive a confirmation in a pop-up that will prompt you to click "OK" to be redirected back to the log-in screen. That confirmation will look like this:



You will simply click on the “OK” box and be redirected to the original log-in page, where you will enter your original UserID and the password that you had just created. If you have entered everything correctly, you will now be into the new system and the screen will look like this:

Search for a student. Add a new student. Issue a student's permit. Revoke a student's permit. Reissue a permit. Add a new employer.

Permit Process

Update password. Change secret questions. Correct school/district information.

Maintain Account

Once on that page, you will click the “Permit Process” button to begin processing work permits.

4. If your UserID and password are entered correctly and you successfully gain initial access to the new system, you will see this screen:

School District

New Password:

NOTE: password must be a minimum of 8 characters -- at least 1 lowercase letter, 1 uppercase letter, 1 number, and 1 special character !@#.\$&*+()_ ONLY the special characters listed above are valid. Any other special characters will cause your password to be rejected.

Confirm Password:

Email Address:

Confirm Email:

Secret Question 1:

Answer 1:

Secret Question 2:

Answer 2:

Secret Question 3:

Answer 3:

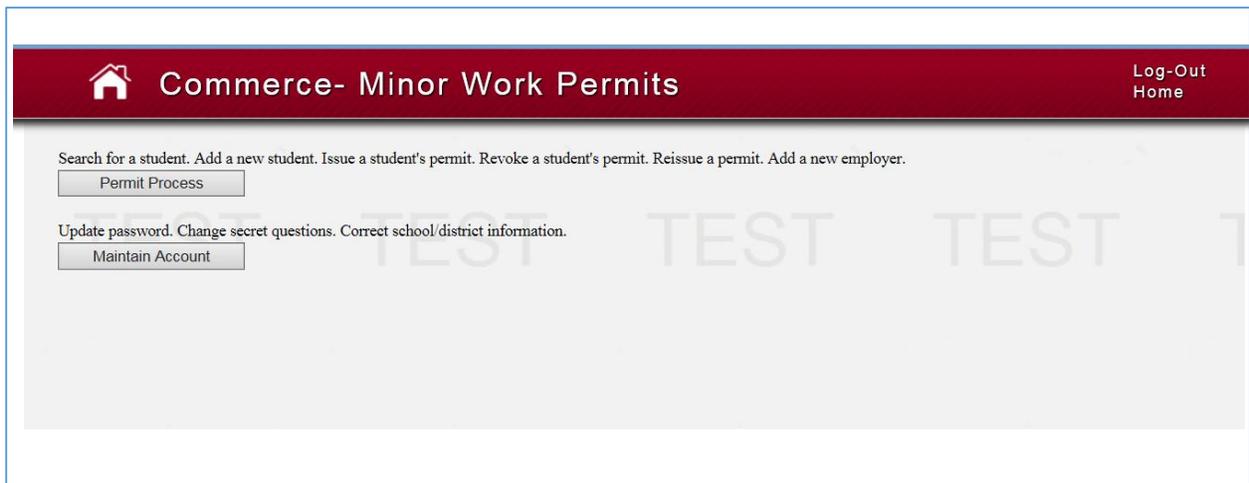
Reset Submit

You will then need to create a password that is at least 8 characters long and contains a capital letter, a lower-case letter, a number and a special symbol, e.g. !@#.\$&+()_

Once you have successfully completed this step, you will receive a confirmation in a pop-up that will prompt you to click "OK" to be redirected back to the log-in screen. That confirmation will look like this:



You will simply click on the "OK" box and be redirected to the original log-in page, where you will enter your original UserID and the password that you had just created. If you have entered everything correctly, you will now be into the new system and the screen will look like this:



Once on that page, you will click the "Permit Process" button to begin processing work permits.