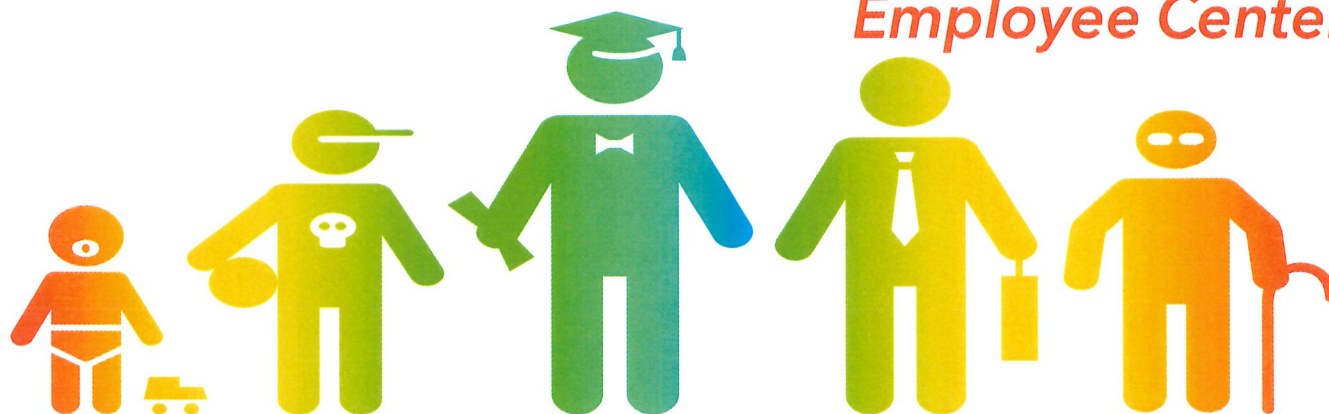


LEAVE OF ABSENCE REQUEST

Employee Center



WELCOME TO THE EMPLOYEE CENTER!

Please use the following instructions to create your Employee Center account.

1. Open a browser of your choice (e.g., Google Chrome, Microsoft Edge, Internet Explorer)
2. Click or copy and paste this link into the address bar:
<https://employeecenter.fmlamanager.com>
3. Once at the Employee Center site, click the “Create Account” button.
 - a. Email Address – Enter your City of Richmond employee email address.
 - b. Enter the company code **8FA007**
 - c. Create and confirm your password
 - d. Check your email for the one-time-password (OTP)
 - i. The subject of the email is “Employee Center Assistance”
 - ii. Please check your spam or trash folders if you don’t see it in your inbox
 - e. Enter the OTP code on the screen
 - f. You should see a “Success!” message
 - g. Re-enter your email and password to log in
 - h. Welcome to the Employee Center Dashboard!

Employees Center Login Instructions

The Employee Center link and company code are displayed below. The company code is unique to the City of Richmond and cannot be changed. The Employee Center login page prompts employees to log in or create an account. If an employee clicks “Create Account” they will be prompted through a series of steps to confirm their email address, company code, and create a password.

Your Company’s Employee Center Link

<https://employeecenter.fmlamanager.com/>

Your Company Code

8FA007