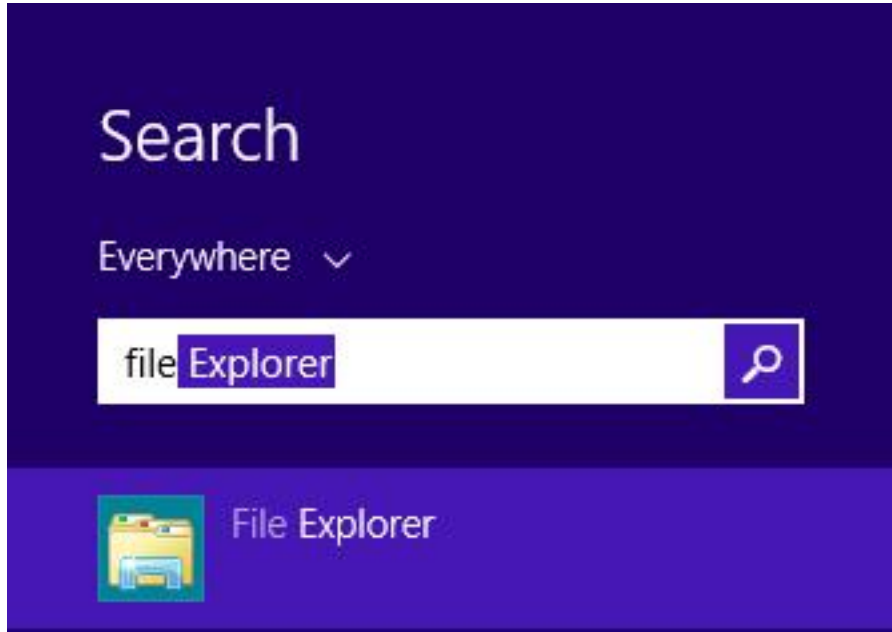
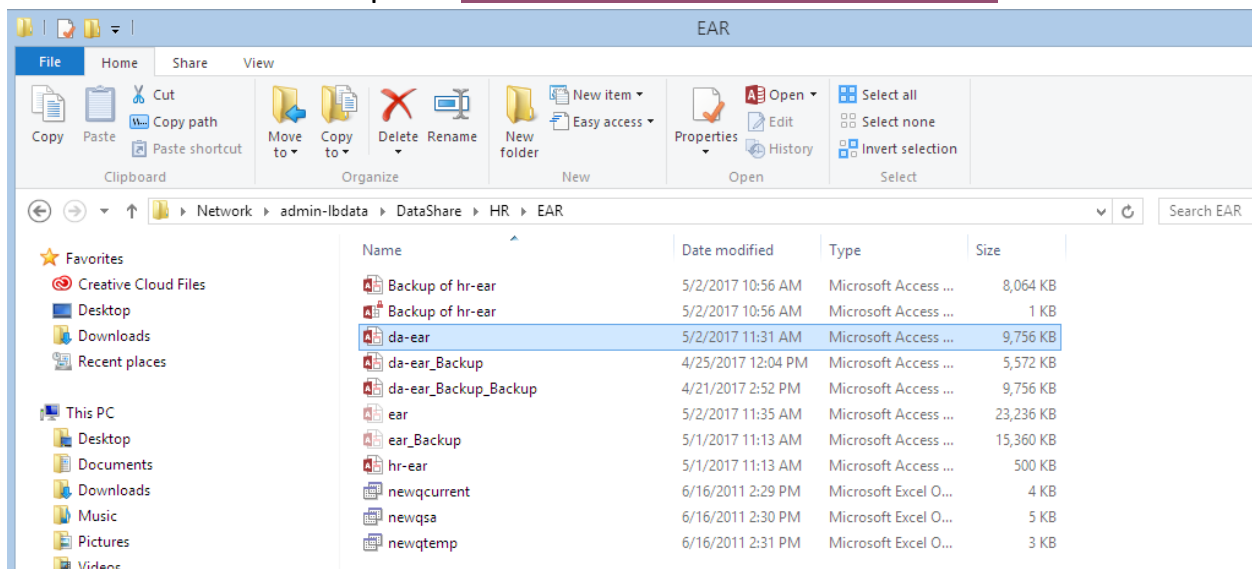




Select the windows jewel icon (found in the lower left of the desktop) by clicking on it and then type file explorer

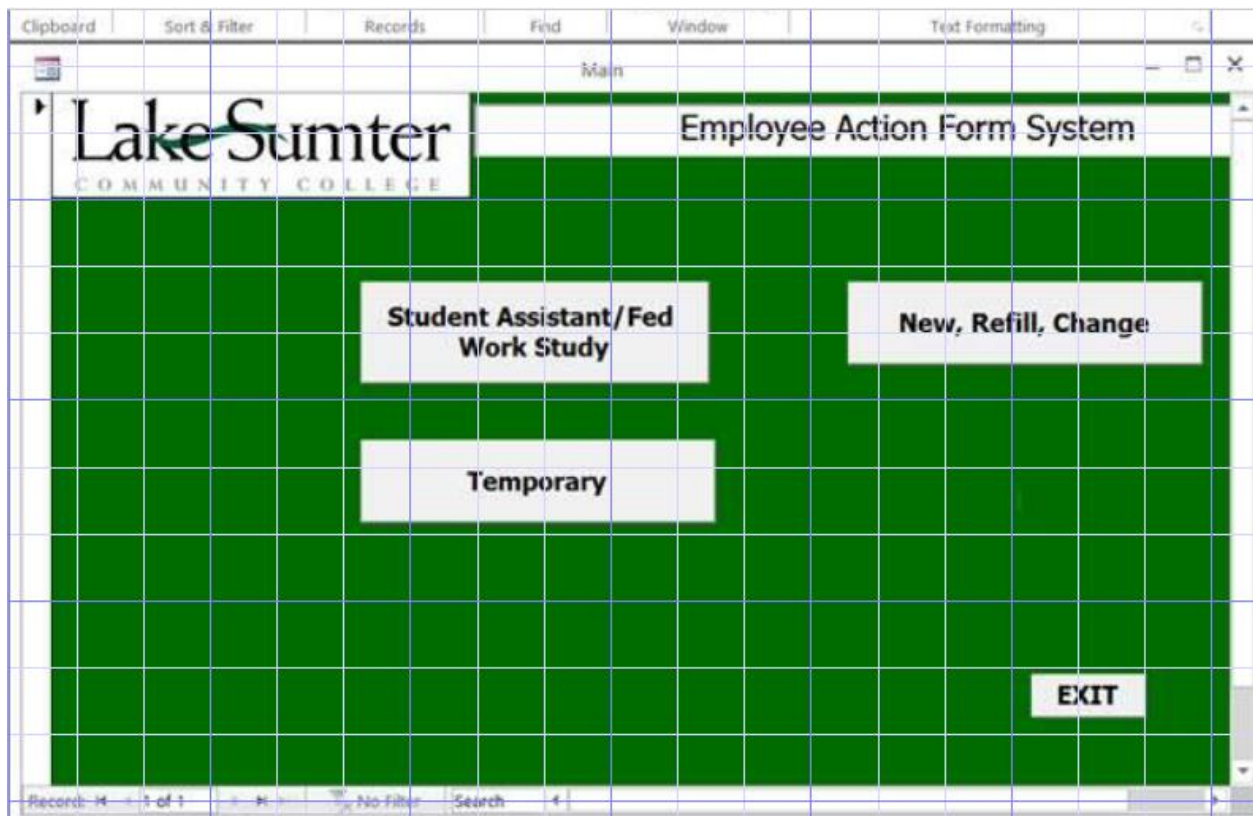


Remove "This PC" and paste \\admin-lbdata\DataShare\HR\EAR



Choose “da-ear” file

It will open and look like what is shown below:



Please remember to print your copies of the finished EAR before closing as you won't be able to save a copy. Once finished, only HR may make changes to an EAR.

We hope this will assist you and please feel free to contact HR if we may assist in any way.