

API Personal Remote Access

Minimum Requirements for access

Windows 7 or greater

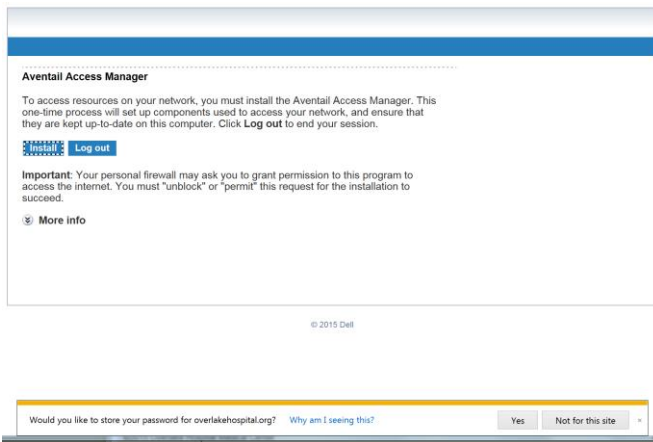
Internet Explorer 9 or greater

Aventail Access Manager (You will be prompted to install this)

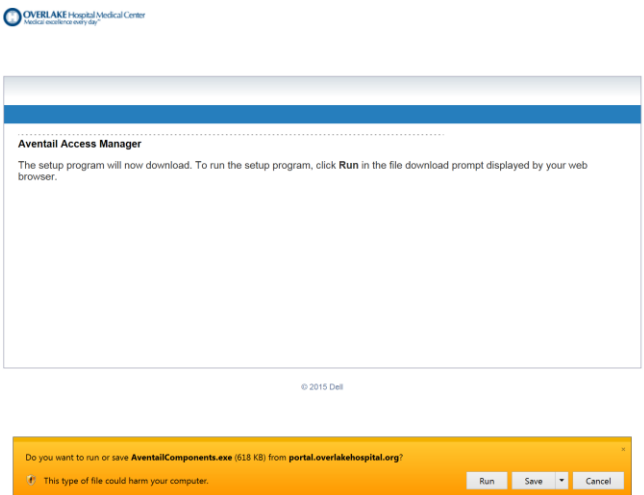
Microsoft Silverlight (You will be prompted to install this)

Access the API Personal Remote Access portal for benefits by going to <https://www.overlakehospital.org/staff-physicians/#For-Staff> and clicking on “API Personal” under “Important Links” or go directly to <https://personal.overlakehospital.org>.

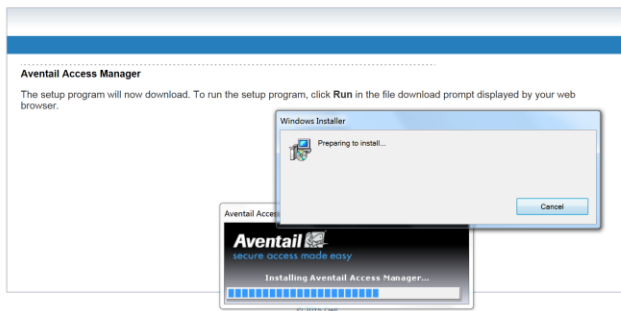
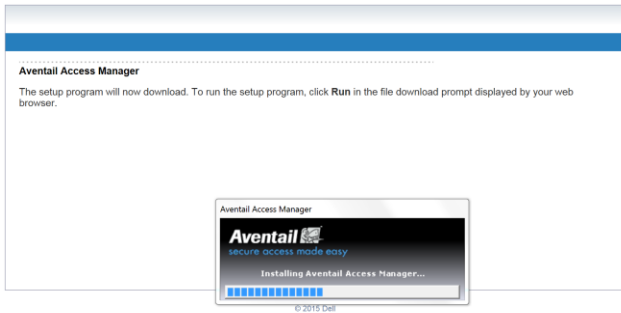
You will be immediately prompted to install Aventail Access Manager. Do so by clicking on the “Install” button which shows below. Click on the button “Not for this site” when asked to store your password.



You will see the screen below. Click on the “Run” button at the bottom of the browser.



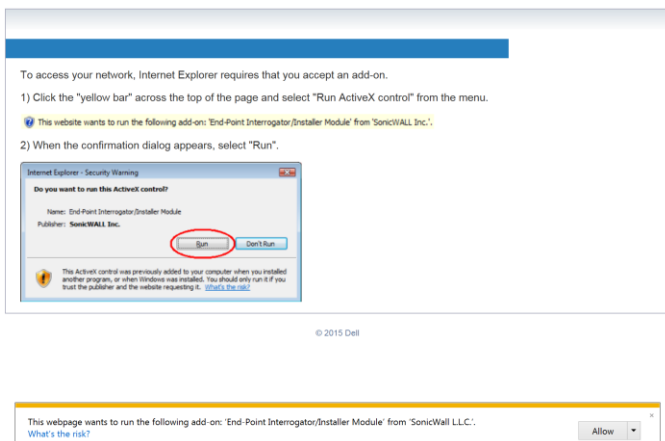
Your screen will appear as the following two figures below while installing the Aventail Access Manager



You may see the following popup if you have UAC enabled, just click on "Yes".



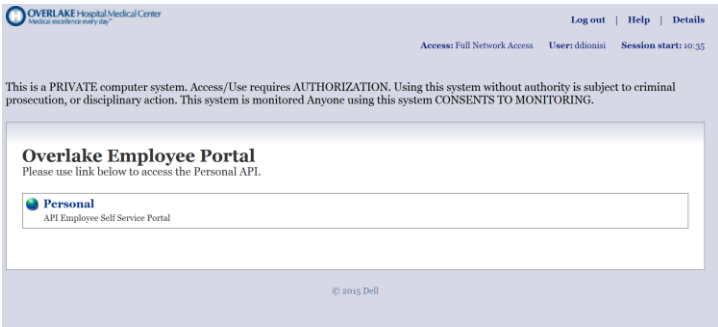
Your screen will appear as below, click on "Allow" to enable Aventail Access Manager.



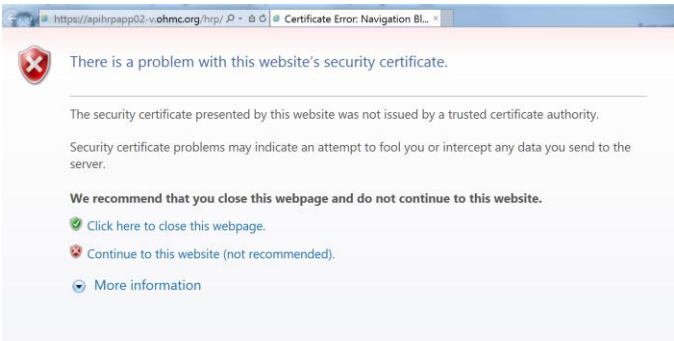
After which your screen will appear as below. Click on “Allow” at the bottom of the browser to enable the ActiveX VPN Client for API.



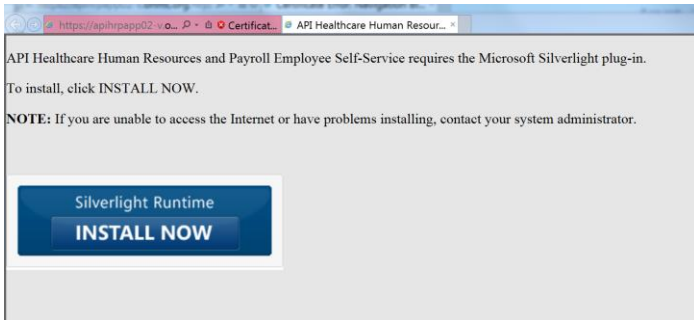
After doing so, your screen will appear as below. Click on the word “Personal” under the Overlake Employee Portal section.



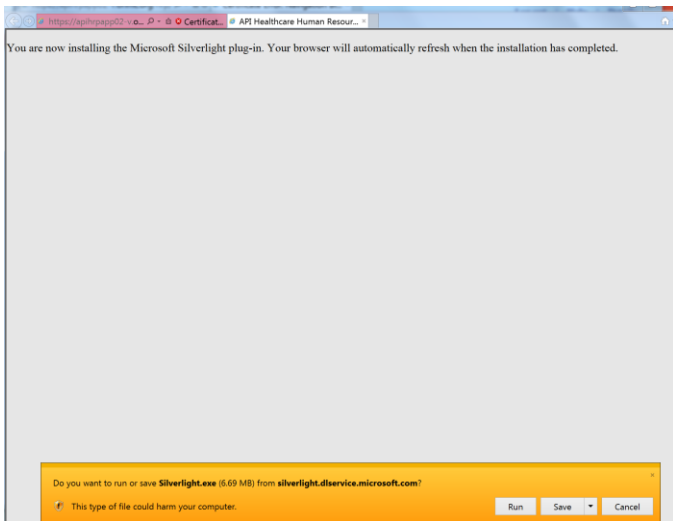
You will receive a certificate error as below. **This is expected and we are currently working on a fix for this issue but we can assure you that your connection is secure and your information remains confidential.** Just click on “Continue to this website (not recommended)”



You will then be presented with an install page requesting that you install Silverlight. If you do not have this installed, it is required in order to use the Employees Self-Service. Click on "Install Now".



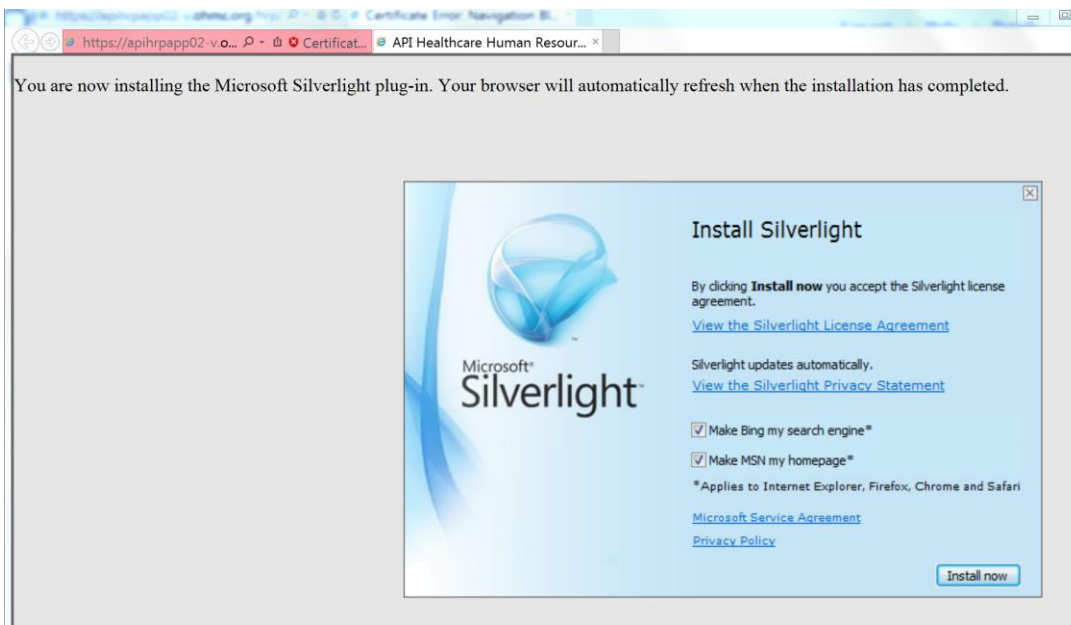
You will be presented with the page below, click on "Run" at the bottom of the browser.



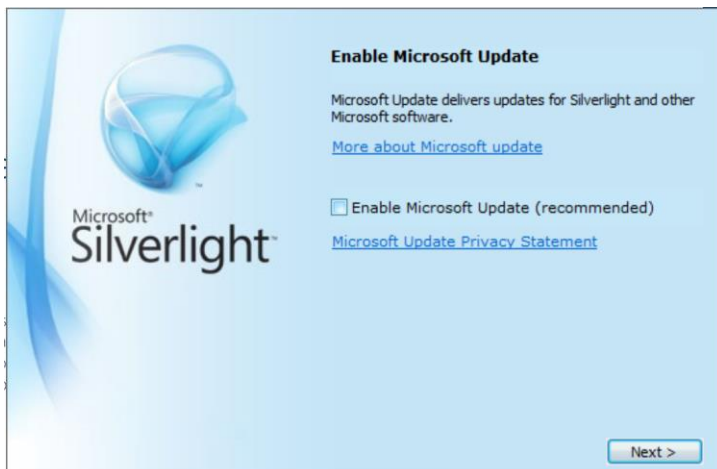
If you have UAC enabled, click on the “Yes” button on the UAC Popup to allow the installation of Silverlight.



You will see a popup screen like below. **UNCHECK** the two boxes for “Make BING my search engine” and “Make MSN my homepage” and then click on “Install Now”



Click on “Next” and leave the box checked next to “Enable Microsoft Update (recommended)” if you wish to have this enabled for you.



Click on "Close"



You should be good to go once you can see the HRP Website login page like below.

A screenshot of the API Healthcare Employee Self-Service login page. The page has a dark blue header and a white main content area. On the left, there is the API Healthcare logo, the title "Employee Self-Service", and the subtitle "Human Resources and Payroll Solution". Below this, it shows the version "2015.2.0.1" and a paragraph of text: "Access your human resources, benefits and payroll information with API Healthcare's Human Resources and Payroll Solution. With access and transparency, you have control over your employees, benefits, pay statements, W-2s, PTO and direct deposit data." At the bottom left, there is a copyright notice: "© 2010-2015 API Healthcare Corporation". On the right side, there is a "Welcome" section with the text "Please sign in to your account." Below this are three input fields: "User Name" (with a person icon), "Password" (with a lock icon), and "Domain" (with a dropdown arrow and the value "OHMCNT"). A "Sign In" button is located below the domain field.