EMPLOYEE ONLINE LOG IN INSTRUCTIONS & INFORMATION

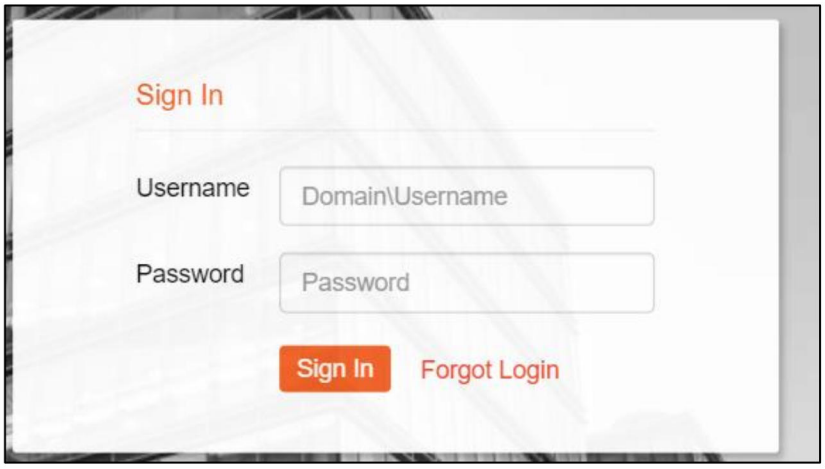
1. From your mobile device/phone, I-pad, lap-top or personal computer, you will use your browser to select on the following URL:

   https://glenn-online-prod.aspgov.com/Finance/Edge

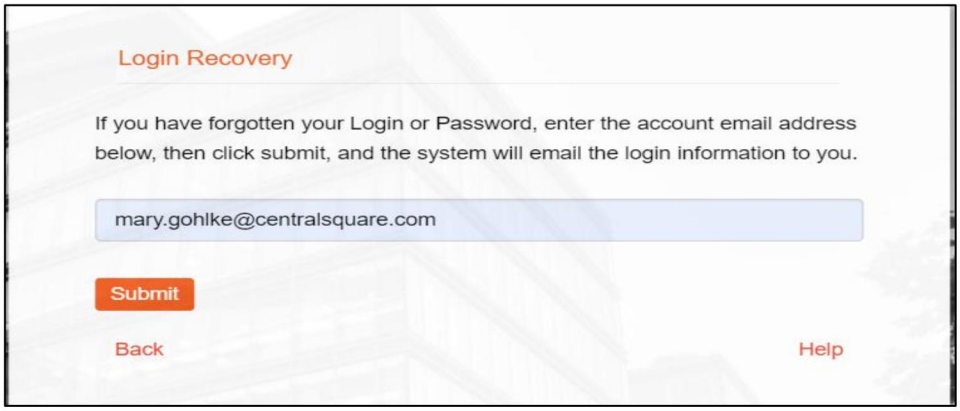
   Bookmark this page for future reference & log in

2. You will be brought to this login page:

   Select Forgot Login



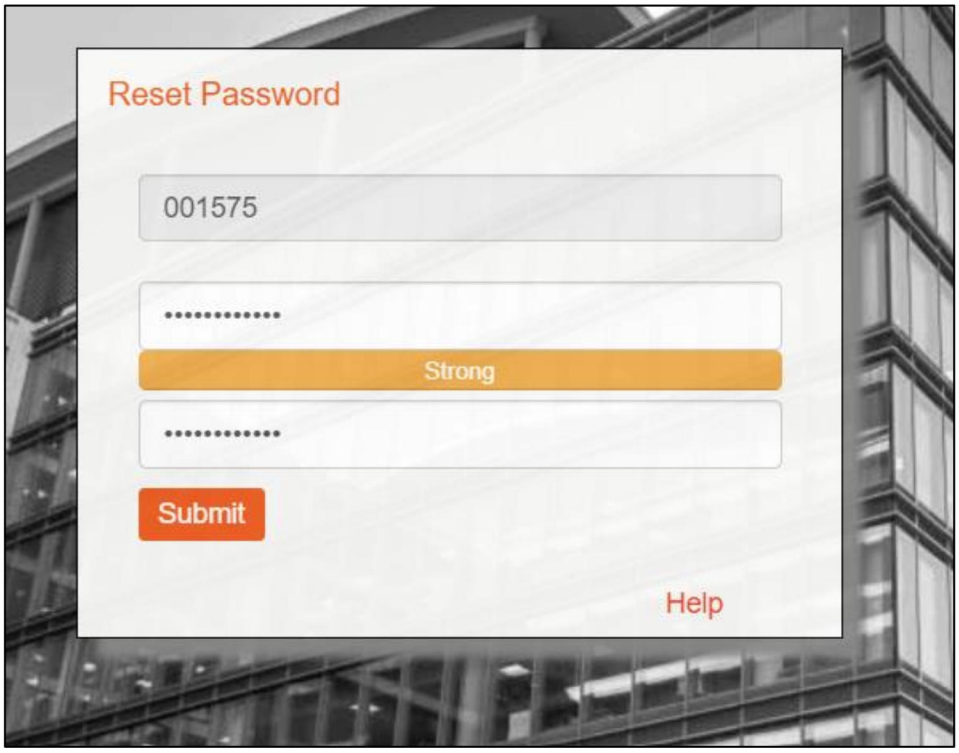
3. Enter your email address and click Submit
   (IMPORTANT: Use personal email, DO NOT use your countyofglenn email address).



4. In your personal email you will receive a message titled Glenn County Edge Application Login Information

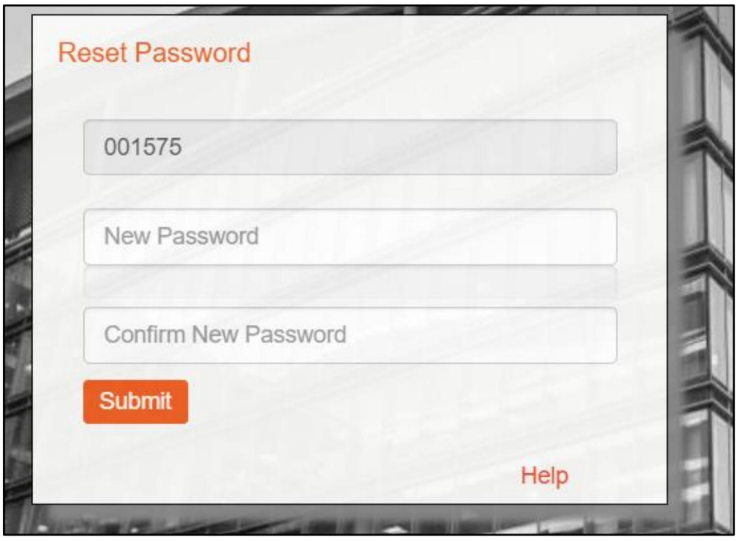
5. Click the link and follow the instructions provided

   The link will direct you to a new user login. The employee ID field will already be populated with your specific ID #. You will need to enter a new password twice, on both lines, and click Submit.



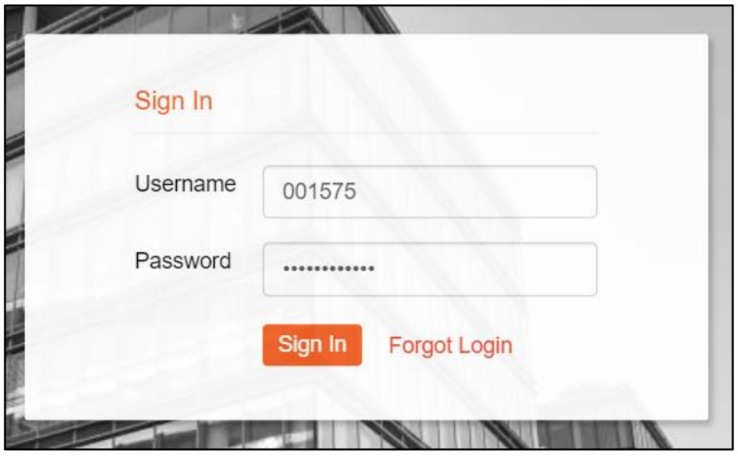
The password reset screen will appear like you need to re-enter a password again, but the system did accept it on the previous step. DO NOT RE-ENTER it AGAIN otherwise your profile will be locked.

You are able to reset your password yourself by performing these steps however too many unsuccessful log-in attempts will lock your account. If your account becomes locked, you will need to call the Personnel Department at (530) 934-6451 to request that it be unlocked and it will require a password reset.

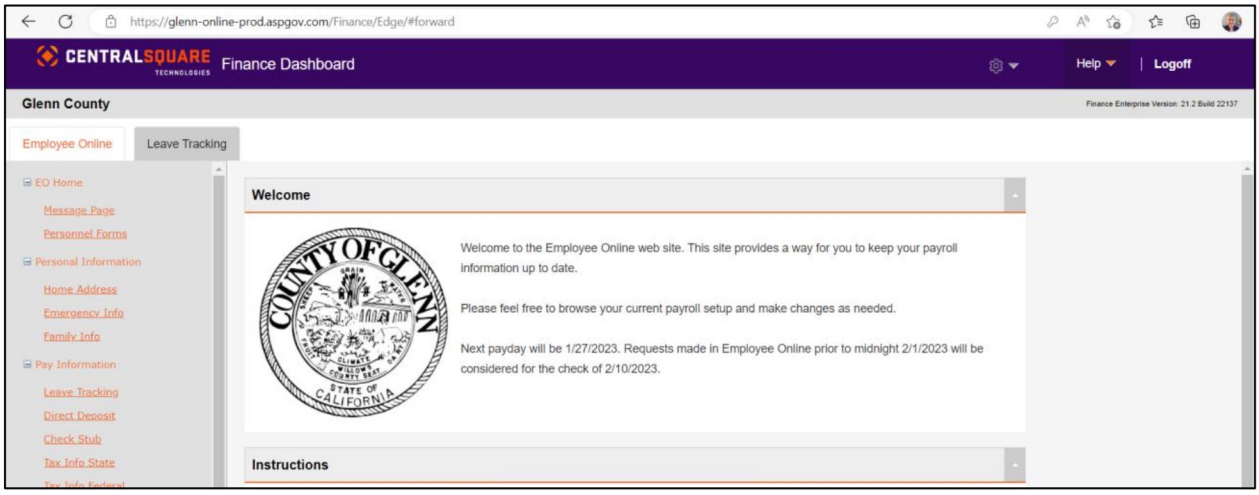


6. Use the bookmark to re-open the login URL:
   https://glenn-online-prod.aspgov.com/Finance/Edge

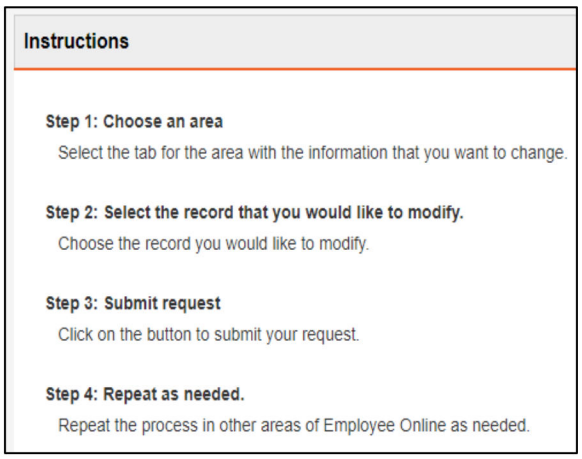
7. Enter your Employee ID # - (may be found on past payroll stubs)
8. Enter your new password

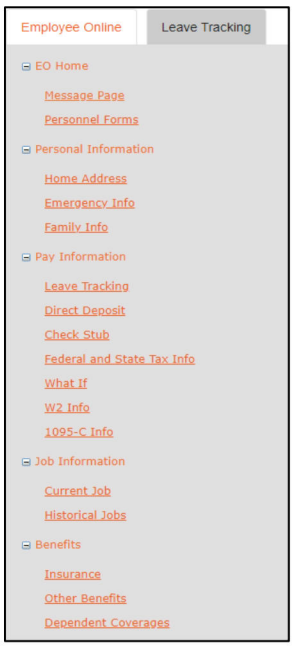


9. Upon successful login you will be taken to the Employee Online Home Page



10. From the Home Page you can follow the on-screen instructions and explore any of the links provided.





11. Press the back browser link to return to the Home Page

12. To disconnect, Click