

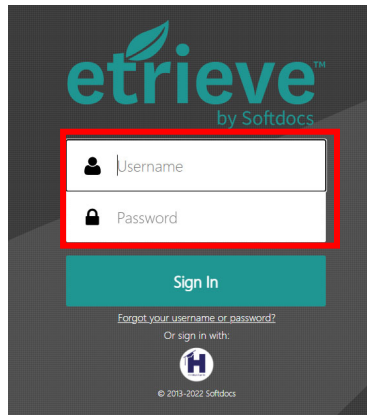
How to Request an Etrieve Central Account for FORMER HENRY COUNTY EMPLOYEES:

As of August 1, 2022, MyDocs has officially transitioned to Etrieve Central. If you do not have an Etrieve account, you must go to the Human Resources Department to request digital access to your historical personnel documents. Please be advised that the HR Department must validate and approve your request before digital access to Etrieve can be granted.

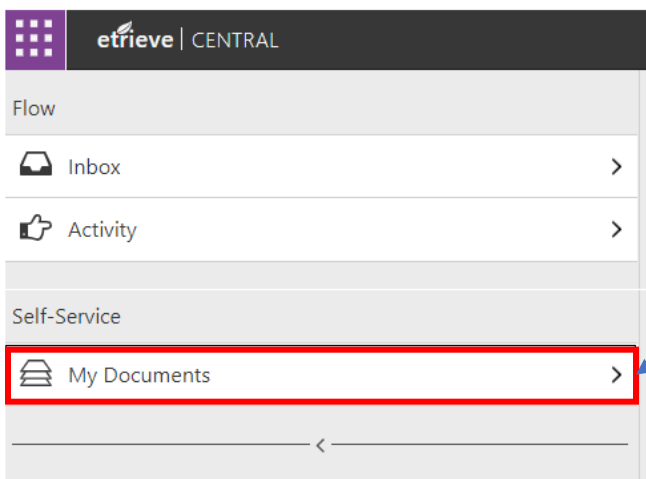
If you have any questions regarding access to your past employment records, please contact the HR Department.

How to Login to Etrieve Central Self-Service for FORMER HENRY COUNTY EMPLOYEES:

To access the new [Etrieve Central portal](#), enter your username and password. Click Sign In.



Once logged in, the Etrieve Central home screen will appear (see below):



To view your historical personnel documents, such as, contracts, correspondence, direct deposits, payroll stubs, and W-2 statements, **Click My Documents**