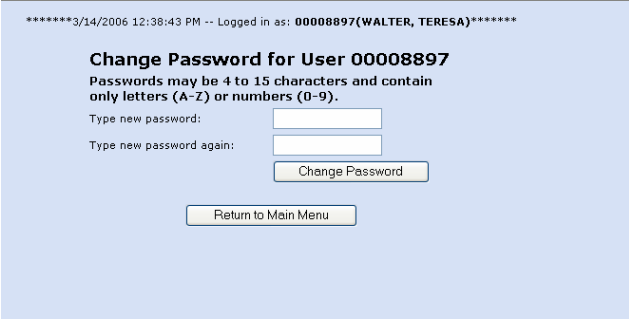
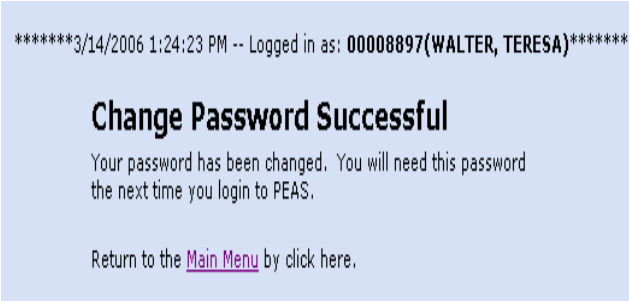


# Electronic PAF Sign-On

Steps	Screen Displayed	Procedures
1		<p><b><u>To Sign On to the P.E.A.S system from the Polk County Website:</u></b></p> <ul style="list-style-type: none"> <li>From the Polk County Website, Type PEAS on the Address line</li> <li>Press Enter</li> </ul> <p><b>Note: You may want to add this program to your favorites list.</b></p>
2		<p><b>The P.E.A.S sign-in screen is displayed.</b></p> <p><b><u>To log-in to P.E.A.S.:</u></b></p> <ul style="list-style-type: none"> <li>Type your SAP number in the SAP ID Number, Press Tab</li> </ul> <p>The first time you access the P.E.A.S. system, your password will be the last four digits of your social security number.</p> <p><b><u>To access P.E.A.S. for the first time:</u></b></p> <ul style="list-style-type: none"> <li>Enter the last four digits of your Social Security Number, Press Enter or Click Login</li> </ul> <p>Once you have successfully logged into the P.E.A.S. system, for security purposes change your password.</p> <p><b><u>To change your password:</u></b></p> <ul style="list-style-type: none"> <li>Select Change P.E.A.S. password</li> </ul>

# Electronic PAF Sign-On

Steps	Screen Displayed	Procedures
	 	<ul style="list-style-type: none"><li>• <i>Enter</i> the New Password in the Type new password field</li></ul> <p><b>Note: The password must be at least 4 to 15 characters and contain only alpha, numeric or a combination of alpha/numeric characters.</b></p> <ul style="list-style-type: none"><li>• <i>Tab</i> to the New password again field and <i>Re-enter</i> the new password</li><li>• <i>Click</i> the <b>Change Password</b> button</li></ul> <p>The <b>Change Password Confirmation</b> screen will display when you have successfully changed your password.</p> <p><i>Click</i> <b><u>Main Menu</u></b> to <b>Return to the Main Menu</b> screen.</p>