



City of Ocala  
Pension Department  
110 SE Watula Ave  
Ocala, Florida 34471  
(352) 629-8363

Dear Retiree:

The City of Ocala is excited to announce that the Retiree's Corner and E-Notify are now available on the City's website and can be reached by going to [www.ocalafl.org](http://www.ocalafl.org).

The Retiree's Corner is located under the City Government tab then employee services. With the Retiree's Corner you can register to view your monthly benefit payments and deductions, download forms to change direct deposit or federal withholdings, and even e-mail me with questions. I have also included some links to the IRS and Social Security sites that will be helpful to you.

With the E-Notify you can register to receive electronic notifications for several different types of notices from the City of Ocala; including new releases, meeting notices and agendas, job announcements, City project updates, and event notices. Once you have chosen the topics, the pertinent information will come directly to you via email.

I would like to encourage everyone to browse the web pages and let me know what you think. If you have any problems, please contact me. Below are the instructions for registering with Eden, our Financial Management Computer System.

I await your feedback.

Thank you,

Jessica Pellerin  
Pension Specialist



## EDEN Portal Registration Instructions

1. Go to [www.ocalafl.org](http://www.ocalafl.org)
2. Using the top menu bar under **City Government>Employee Services>Retiree's Corner**
3. Click on the **EDEN Employee Portal**, then **EDEN Web Portal**
4. Select **Human Resources**, then **Employee Services**, and finally click **New Users**



5. Fill out the Registration form and Click **Next Step**.
6. Click **Register**
7. You will then be asked to verify your identity. Please fill out the following fields, and click Register.  
**NOTE: Your Retiree number must be entered in the follow format: R-000000 (this can be found on your pay stub).**

<p>First Name <input type="text"/> Last Name* <input type="text"/></p> <p>Name <input type="text"/></p> <p><b>Note:</b> If you are registering as an individual, enter your first and last name.</p> <p>Address Line 1* <input type="text"/></p> <p>Address Line 2/Suite <input type="text"/></p> <p>City/State/Zip Code* <input type="text"/></p> <p>Phone Number* <input type="text"/> example: (209) 555-1212 or (209) 555-1212 3333</p> <p>Email Address* <input type="text"/></p> <hr/> <p>Select a Username* <input type="text"/> <b>Note:</b> Usernames must be unique in this system. You will receive an error message if the username you have entered already exists in the database. Your username can be the same as your Windows login ID. However, changing your Windows password will not change your password for the EDEN Support Portal.</p> <p>Select a Password* <input type="text"/></p> <p>Repeat Password* <input type="text"/> <b>Also,</b> select a password that is at least 6 characters or more and not a common word or a number.</p> <p><input type="button" value="Next Step..."/></p>	<p>Name: <b>TEST TEST</b></p> <p>Address: <b>151 SE OSCEOLA AVE OCALA, FL 34472</b></p> <p>Phone Number: <b>(352) 629-8238</b></p> <p>Email Address: <b>test@ocalafl.org</b></p> <p>Username: <b>testuser</b></p> <p>Password: <b>Hidden</b></p> <p><input type="button" value="Register"/></p>
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8. You can now click on the **Employee Self Service** link to access your information.

