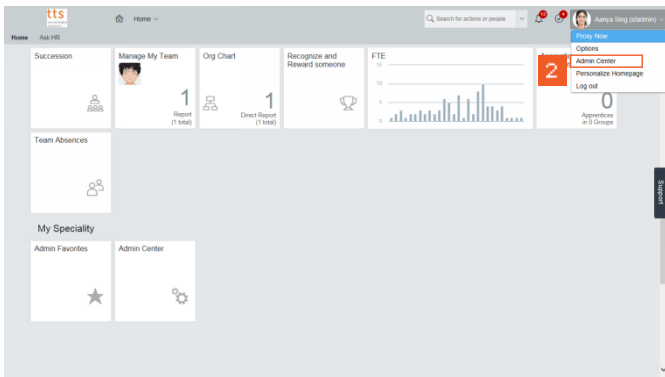
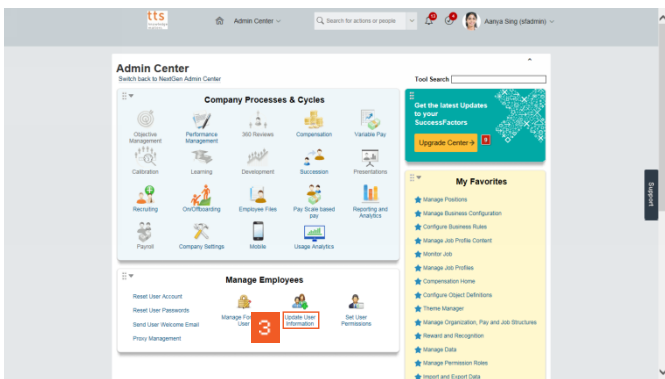


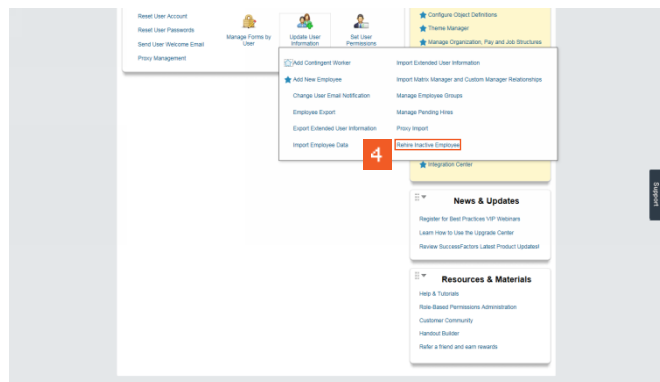
>> 1 Click the **Account Navigation Selector** button.



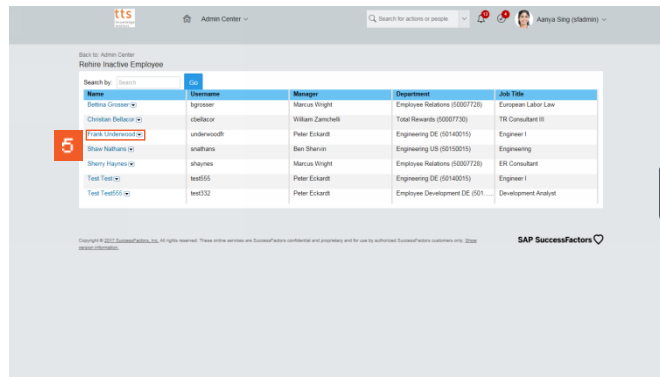
>> 2 Click **Admin Center**



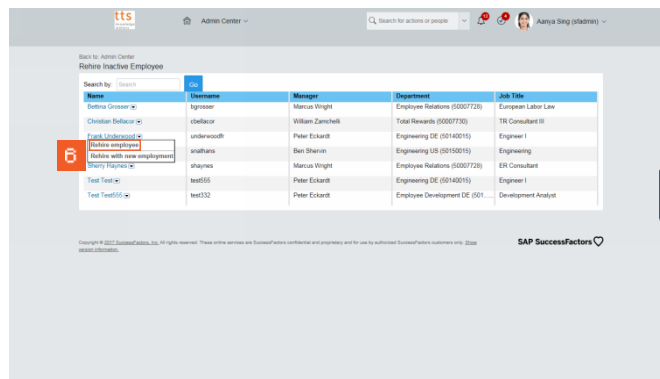
>> 3 Click the **Update User Information** hyperlink.



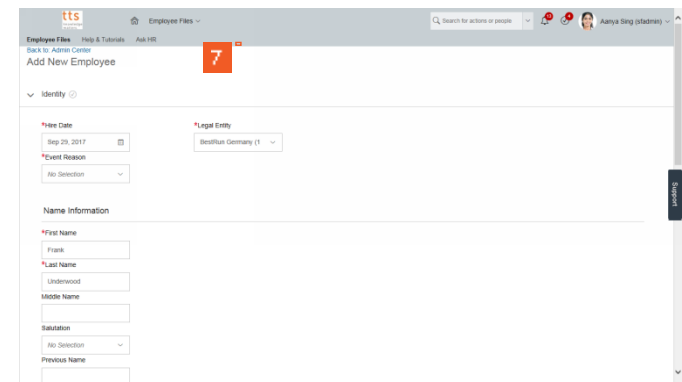
>> 4 Click the **Rehire Inactive Employee** hyperlink.



>> 5 Click the **Frank Underwood** hyperlink.



>> 6 Click the **Rehire employee** hyperlink.



>> 7 You will be taken to the Add New Employee Screen to complete the Rehire Process. The data in the Add New Employee Screen of the inactive employee will be displayed.