

# How to Connect to the City of La Marque E-Portal from Home

1. Open Internet Explorer and go to <https://finance.ci.la-marque.tx.us:1025/RDWeb/>  
**(\*\* YOU MUST USE INTERNET EXPLORER \*\*)**

NOTE: You can also go to the bottom of the city's website and click on employee links to access the Employee Portal from home.



2. When you first open the site you might get a dialog box at the bottom or top of the page. The dialog box is asking if you want to allow the add-on Microsoft Remote Desktop Services Web Access Connection. Click Allow or Always Allow if you don't want to see the box again.



3. Login using your windows or email login information. (NOTE: if you're on a public or shared computer you should make sure that the security box for "This is a public or shared computer" is selected.)

Login name examples;

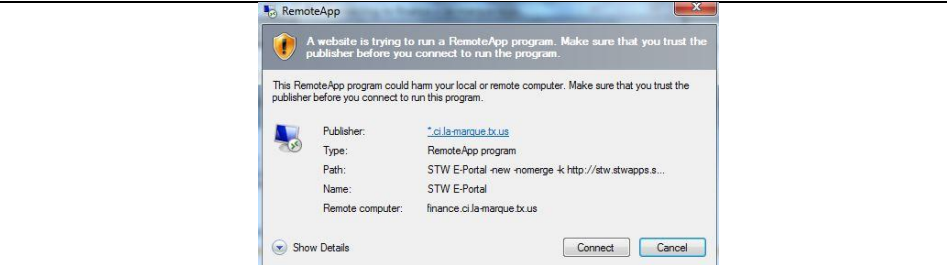
- j.doe
- [j.doe@cityoflamarque.org](mailto:j.doe@cityoflamarque.org)
- la-marque\j.doe



4. Click on STW E-Portal Icon



5. A Security Box will pop up asking if you Trust the publisher you are about to connect to run the program. Click Connect.



6. Once you click connect another windows security box will popup. Fill in your windows security login information as you did in step 2 above then click ok.

NOTE: Once you fill in the information and click ok it could take a few minutes to login.



7. Once finished it will log you into the STW E-Portal page. Fill in your employee information and press enter or click the OK button on the bottom right.

