

# Employee Self Service (ESS) 2.0 - Employee Registration

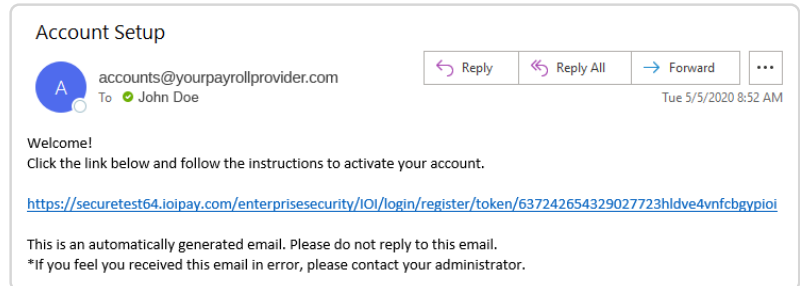


Getting started with Employee Self-Service is easy! This guide will walk you through the self-registration process.

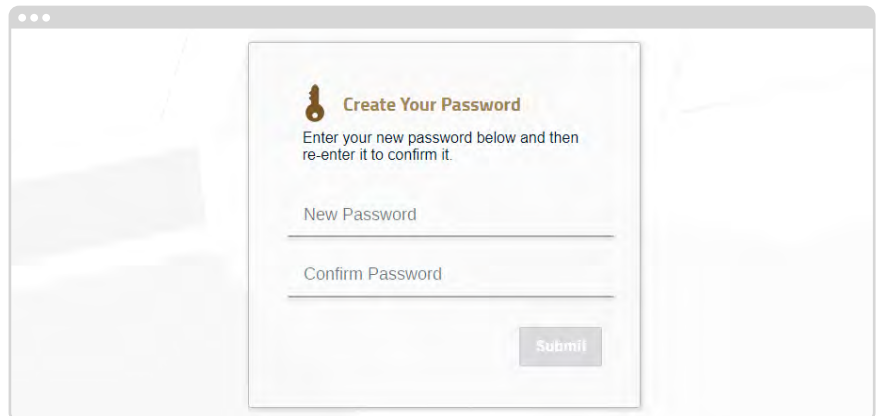
## How you will register.

1. You will receive an email from `accounts@yourpayrollprovider.com`. You will have 48 hours to click the link contained within the email to begin the registration process.

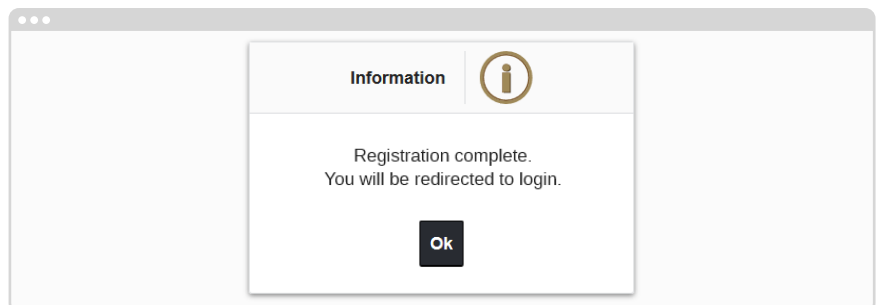
*Note: If you don't receive this email, check your Spam or Junk folder.*



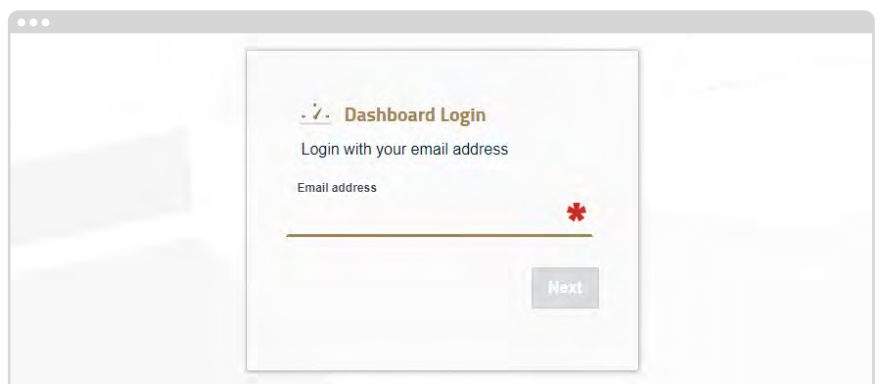
2. This is the first screen you will see after clicking the link. You will need to follow the instructions to set up your password with the specific requirements.



3. This message will appear once your password has been set.



4. You will be redirected to the **Dashboard Login** screen to enter in your email address.



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5. Enter your password.

Dashboard Login

Enter your password

Password

Forgot Password? Sign In

6. You will then be prompted to select and answer three security questions.

Setup Security Questions

Please select and answer 3 security questions. These questions will be used when the system detects unusual activity.

Question One

Answer

Question Two

Answer

Question Three

Answer

Submit

7. You will be directed to the **Dashboard** to click on the **ESS Application**.

PRIMEPAY. johndoe@gmail.com 12345

Dashboard

Communications Cloud-based Payroll

Notice Board ESS

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8. You will be prompted to answer three account verification questions:

- Birthdate in the format of MM/DD/YYYY
- Last 4 digits of your Social Security Number
- Zip Code

*Note: ESS 2.0 is verifying against the information in the system. If the questions are answered incorrectly, the system will not let you in. Those working in several divisions must use the same email to avoid multiple logins.*

**Account Verification**

Please answer the following security questions. Your account will have restrictions until verification is completed.

Validating access to File Number 1677 in Division IASAL

What is your Birth Date?  
answer to this question is required  
mm/dd/yyyy

What are the last 4 numbers in your Social Security Number?  
answer to this question is required

What is your zip code?  
answer to this question is required

Cancel Skip Continue

9. This message indicates that the verification questions have been answered correctly.

**Information** ⓘ

Verification Complete.

Ok

10. Once you click **Ok** on the verification, you will be directed to the following screen.

Pay Date	Gross	Net
01/10/20	\$1,500.00	\$793.30

## Registration Complete!