

Employee Self Service Account Set Up and Login Instructions

1

Email Notification

Open up your email and check for an email from noreply@employeeforward.com with a subject of **“Create your ESS account”**. Per the email instructions, click on the link in the email – i.e. <http://.....> and a browser window will be opened for you. If the link does not work, cut and paste the link into your browser window address line. Check your Junk / Spam email folder if you do not see the initial email.

2

Account Registration: Step 1 of 2

Enter the last three digits of your SSN and your 5 digit zip code:

Account Registration: Step 1 of 2

Enter the last 3 digits of your SSN *

last 3 of SSN

Enter your zip code *

zip code

Submit

4

Account Registration: Step 2 of 2 cont.

After entering your login name, enter a password and confirm the password:

Enter a password *

Password

(Min length 8, max length 20, no spaces allowed, must have at least 1 character from at least 3 of the 4 classes: Uppercase, lowercase, digit, special character)

Confirm password *

Confirm password

3

Account Registration: Step 2 of 2

Your browser window will be refreshed and you will now be prompted to enter a login name that you will use, a password and a security question. First enter a login name:

Enter a login name *

Login name

(Min length 6, max length 16, alphanumeric only, no spaces)

5

Account Registration: Step 2 of 2 cont.

After setting up your password, select a security question from the dropdown, supply an answer and click submit:

Select a security question *

In what city were you born?

Answer to security question *

Answer

Submit

6

Success – you are now logged in to ESS !

After clicking submit, you will be brought to your main ESS home screen. Subsequent logins look as follows:

Sign In

[Forgot password?](#)



Username



Password

Submit

Special Notes: It is extremely important that you take note of your user / login name, your password and also your security question and the answer to your security question. If at any time you forget your password, you can click on the **“Forgot Password”** prompt in **Step 6** – but you will be required to know your user / login name, email address, the last 3 digits of your SSN, your zip code and your security question and answer for the password reset process. It is possible that any emails sent to you may end up in your Junk / Spam email folder so check in those folders if you are expecting emails from noreply@employeeforward.com. You can flag these emails as not being junk / spam if needed. If you forget your user / login name, you will need to contact your company’s HR / Payroll department.