EMPLOYEE SELF SERVICE (ESS) KIOSK

HOW TO REGISTER FOR AN ACCOUNT

PAYROLL PROFESSIONALS

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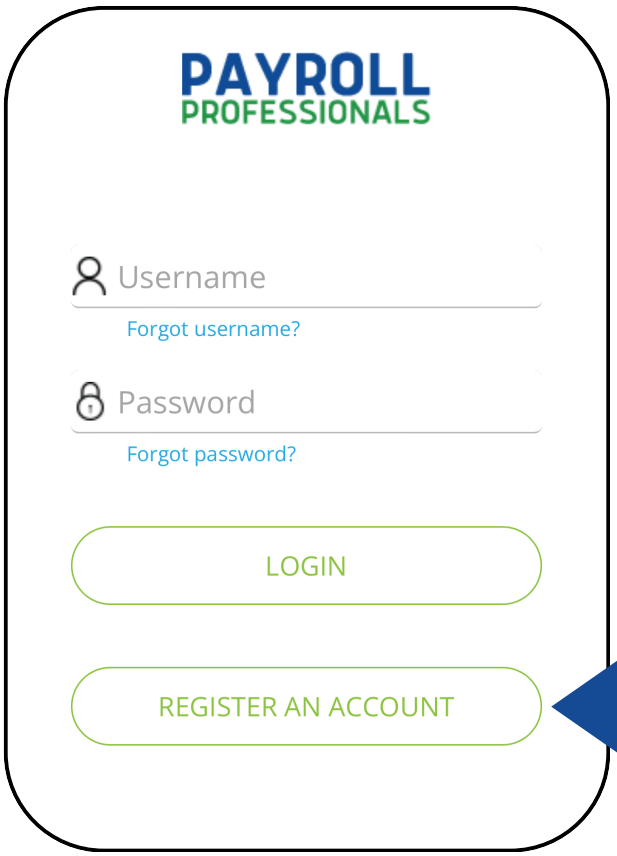
Choose how you want to access the ESS kiosk. (Click on an icon)



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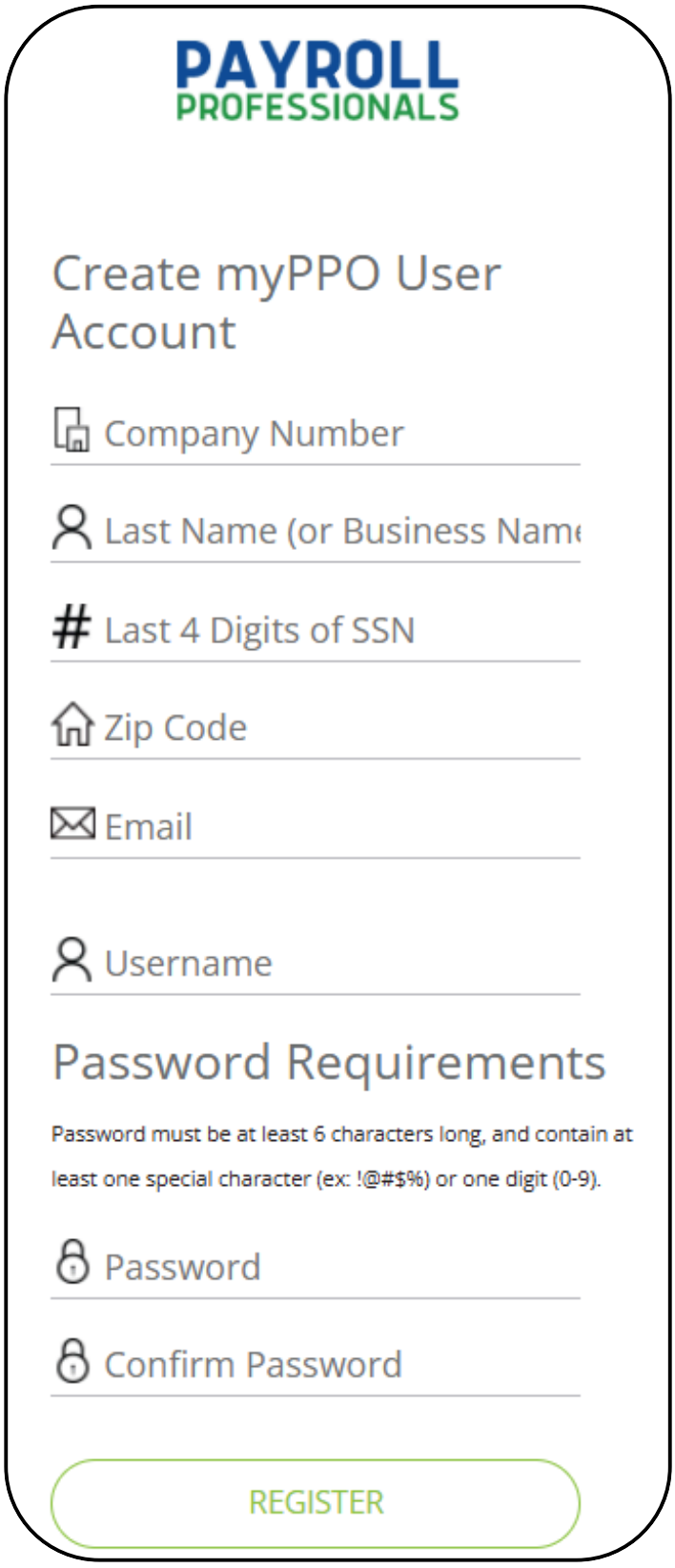

COMPANY NUMBER:

4 -DIGIT COMPANY NUMBER (ABOVE)

YOUR LAST NAME

LAST 4 DIGITS OF YOUR SSN

YOUR ZIP CODE

YOUR EMAIL ADDRESS

CHOOSE A UNIQUE USERNAME

CHOOSE A PASSWORD - REQUIREMENTS MUST BE AT LEAST 6 CHARACTERS LONG AND CONTAIN AT LEAST ONE SPECIAL CHARACTER (EX: !@#$%) OR ONE DIGIT (0-9)

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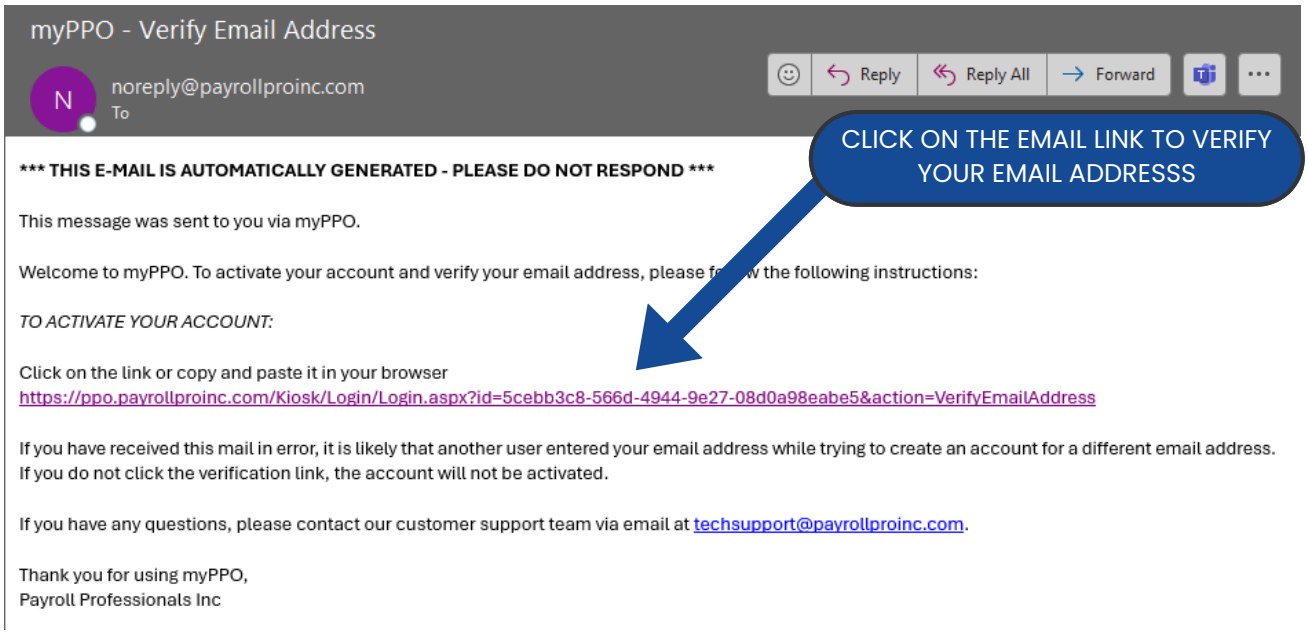
LOCATE YOUR ACCOUNT ACTIVATION EMAIL AND VERIFY



CONGRATULATIONS...YOU HAVE SUCCESSFULLY CREATED YOUR ACCOUNT!

COMMON ERROR CODES & SOLUTIONS

ERROR CODE	SOLUTION
9001 - AN ACCOUNT ALREADY EXISTS FOR THIS EMPLOYEE	YOU ALREADY HAVE AN ACCOUNT SET UP. FOLLOW FORGOT USERNAME GUIDE
9002 - THE USERNAME ALREADY EXISTS. EMPLOYEE MUST CHOOSE A DIFFERENT ONE	USERNAME YOU HAVE ENTERED HAS BEEN USED. CHOOSE A DIFFERENT (MORE UNIQUE) USERNAME
9003 - NO EMPLOYEE RECORD CAN BE FOUND USING THE ENTERED INFORMATION	THE INFORMATION YOU ENTERED DOES NOT MATCH WHAT IS IN THE PAYROLL SYSTEM. VERIFY THE INFORMATION OR CONTACT YOUR EMPLOYER.

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