


EMPLOYEE SELF SERVICE (ESS) KIOSK


HOW TO REGISTER FOR AN ACCOUNT



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

**PAYROLL
PROFESSIONALS**

 Username
[Forgot username?](#)

 Password
[Forgot password?](#)

LOGIN

REGISTER AN ACCOUNT





Create myPPO User Account



Company Number



Last Name (or Business Name)



Last 4 Digits of SSN



Zip Code



Email



Username

Password Requirements

Password must be at least 6 characters long, and contain at least one special character (ex: !@#\$%) or one digit (0-9).



Password



Confirm Password

REGISTER

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

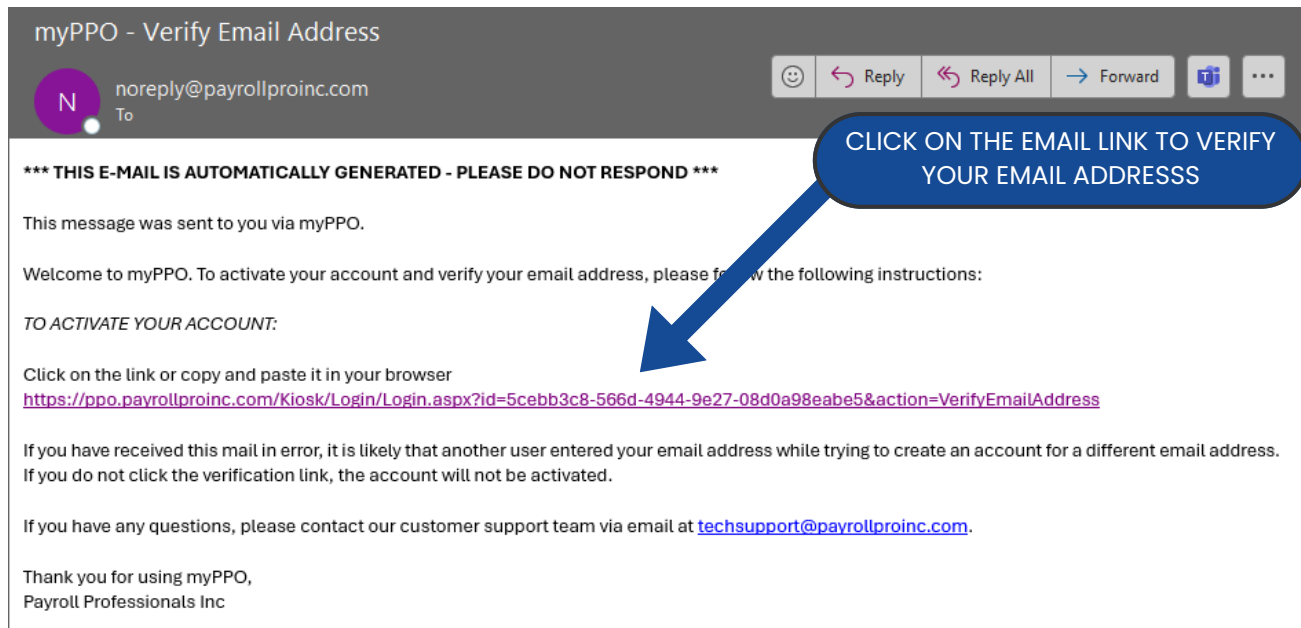
CHOOSE A PASSWORD - REQUIREMENTS
MUST BE AT LEAST 6 CHARACTERS LONG
AND CONTAIN AT LEAST ONE SPECIAL
CHARACTER (EX: !@#\$%) OR ONE DIGIT
(0-9)



PAYROLL
PROFESSIONALS

BENEFITS
+ PLUS

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 <u>EMPLOYER</u> .

