



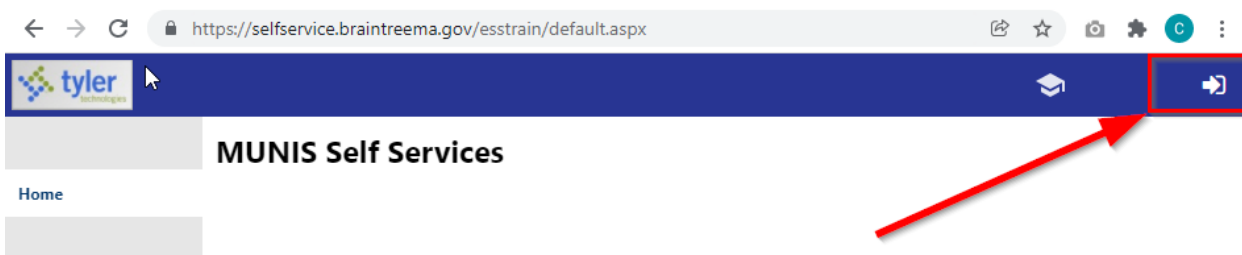
Employee Self Service (ESS) User Guide

Getting Started:

<https://selfservice.braintreema.gov/ESS>

To log into ESS copy and paste the link above into a browser, preferably Chrome. Please save this link to your browser favorites for easy access in the future.

1. Select the login button in the top right corner of the screen.

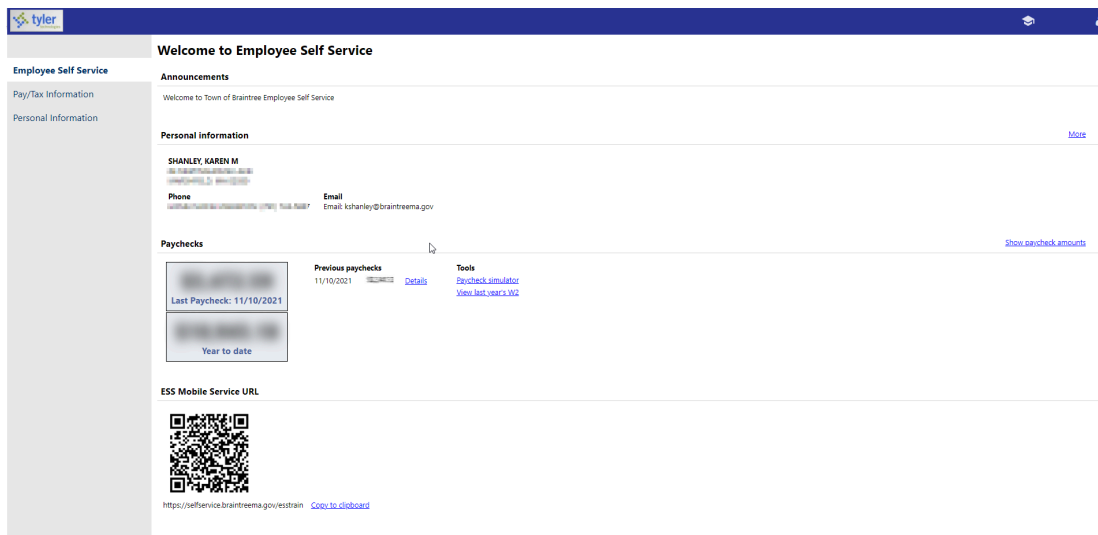


2. Your username is a combination of First Initial + Last Name + Last four of your SSN.

Example: John Smith with a SSN of 123-45-6789 would have an ESS Username of *jsmith6789*.

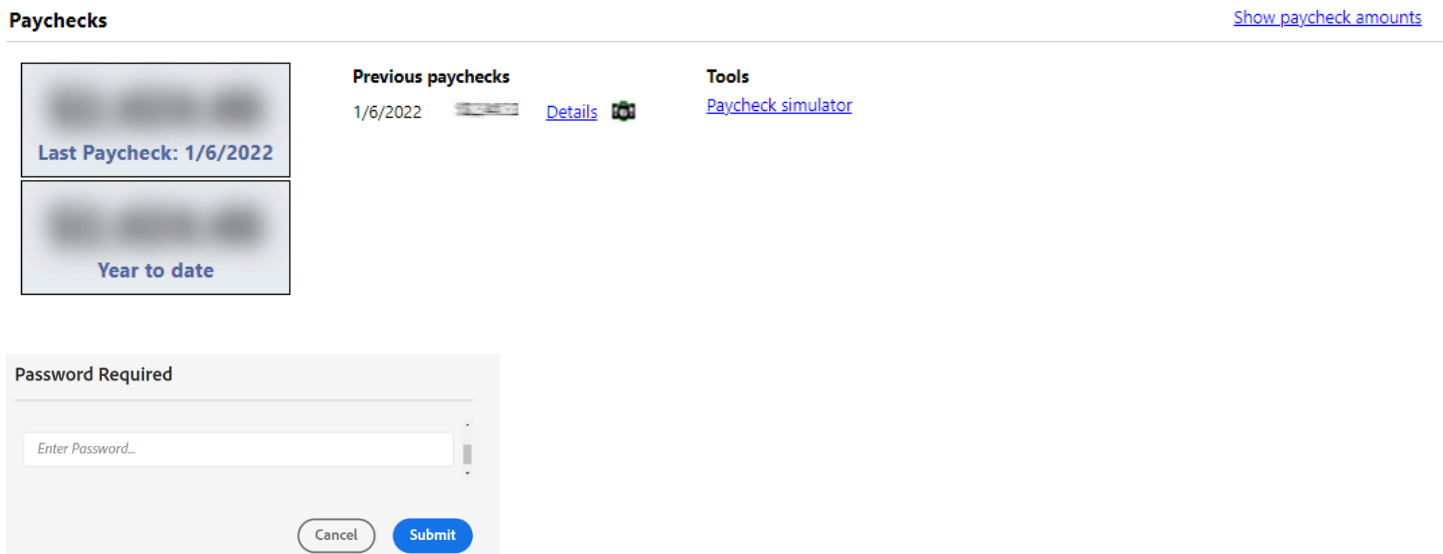
Initial Password: For your initial login you will use the last 4 digits of your SSN as your password. You will then be prompted to change your password to a new password of at least 6 characters of your choice.

3. Once logged in, you will see your account containing personal information, and pay history information.



4. As a security feature the paycheck amounts are blurred initially. To unblur your paycheck amount, select “Show paycheck amounts” which is over to the right side of the page.

- To view a copy of your pay stub in a PDF version, click on the camera icon next to Details and enter the Last four digits of your SSN when it asks for your password.



5. When you finished viewing your information, make sure to log out of your account to end your session.

