

## Employee Self Service (ESS) Guide

In order to see your payroll information, you must set up an Employee Self-Service Account (ESS).

This will give you access to your pay stub and allow you to make withholding changes.

You can download the app to your smart device, or use the online portal.

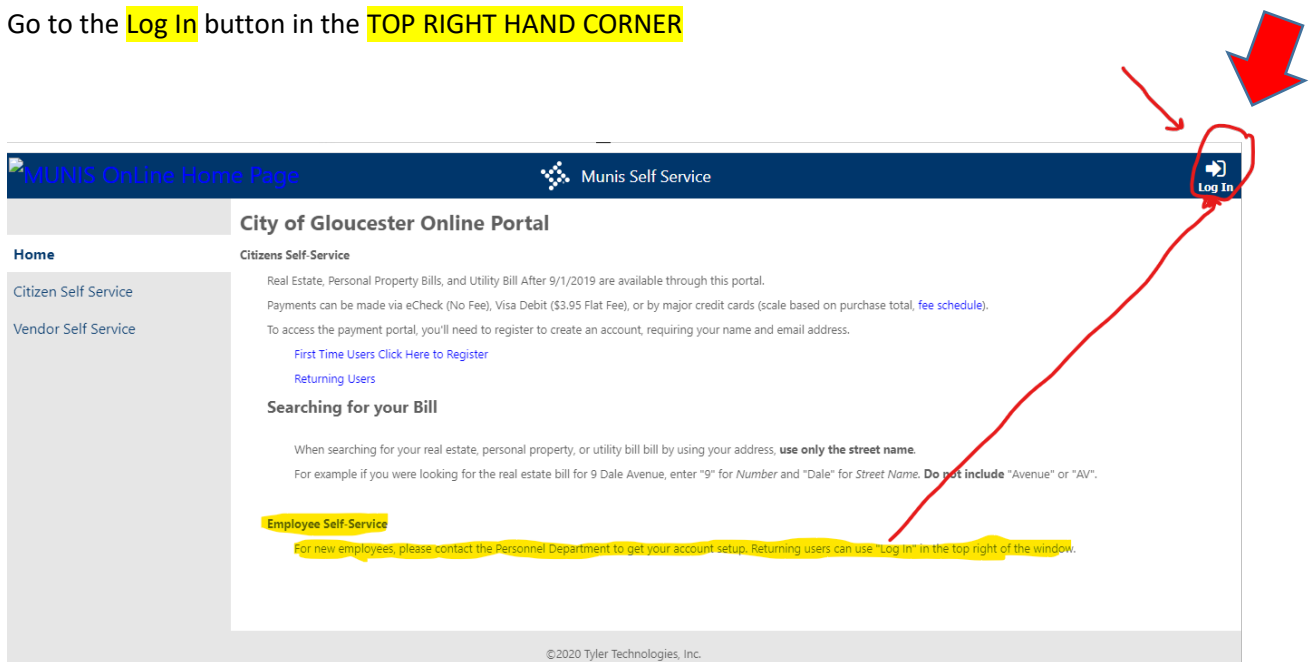
HR will give you initial log-in information in order to set up your account.

Follow these steps to set up your account.

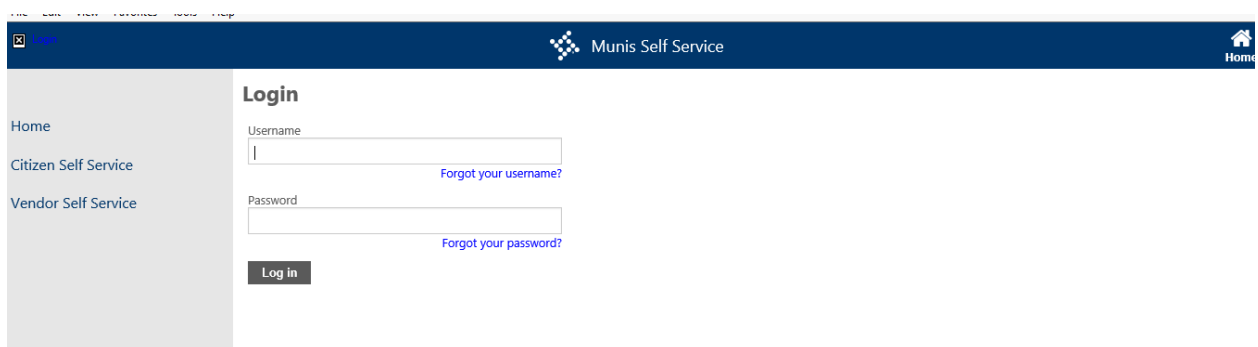
Go to <https://selfservice.gloucester-ma.gov/mss/>

You should see the screen below

Go to the **Log In** button in the **TOP RIGHT HAND CORNER**



It should bring you to this page:



Log in with the user name and password that HR has assigned to you.

You will be prompted to change the password.

After that, you can download the app to your smart phone or device. Before using the app, you must copy or take a photo of the QR code at the bottom of the screen, it looks like this:

