

How to Log in to Employee Self Service (ESS)

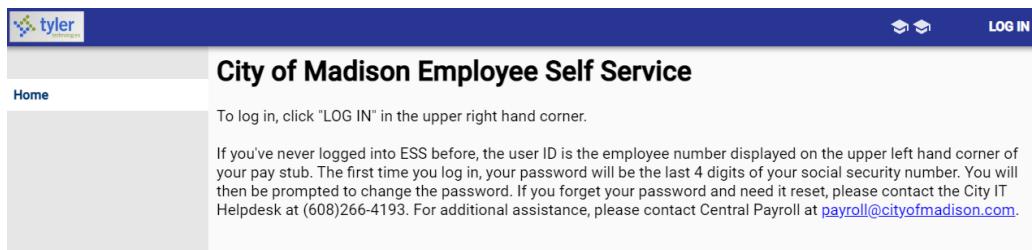
In order to log in to ESS, you will need:

- ➔ **Access to a computer or mobile smart device and to the internet.** If you do not have device access at home, free computers are available for use at all Madison Public Library locations. A computer may also be available at your City work site – please ask your supervisor or Payroll Clerk.
- ➔ **Your Employee ID number.** This number can be found in the upper left corner of your paystub.

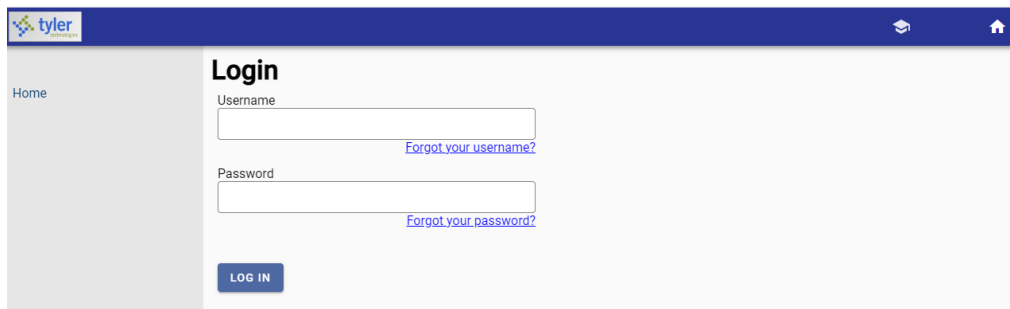
Please note: During the annual Open Enrollment period in the fall, City employees can make changes to Dental insurance and Vision insurance, and/or enroll in Flex Spending/Dependent Care (FSA/DCAP), through the City's Employee Self Service (ESS) portal. We recommend you try logging in to ESS ahead of time to make sure you will be able to make changes more easily during Open Enrollment.

To log in to ESS:

1. Navigate to ess.cityofmadison.com. You will see a screen that looks like this:



2. Click LOG IN in the upper right corner. You will be directed to a screen that looks like this:



3. You will be prompted to log in.

User ID: this will be your Employee ID Number.

Password: this will depend on whether you have logged in to ESS before or not.

- ➔ **If you have never logged in to ESS before:** your first password will be the last four numbers of your Social Security Number. When you log in, you will be prompted to change your password.
- ➔ **If you have logged in to ESS before:** your password will be whatever you set it to previously.

If you are unable to log in and are locked out of your ESS account, please contact the City IT Helpdesk at (608) 266-4193. The IT team will be able to assist with resetting your password.