To enroll and check your pay information on-line using ESS Portal you need the following:
Access to a computer, Internet access, valid email account, and Adobe Acrobat Reader, if you don't have
Adobe Reader it can be downloaded for free at www.adobe.com

**\*\*\*Only the user has access to view/change ESS Portal Password, Information Systems cannot view
or change this\*\*\***
### ESS PORTAL, FIRST TIME CUSTOMER REGISTRATION

Access the Internet by opening Internet Explorer

Type-in the following web address exactly as it appears here: https://pulaskicounty.us/ess/  (Please note you
will also use the same web address to log-into ESS Portal after you are registered)

This will bring-up the ESS Portal Log-in Screen

To the right of the log-in screen you will see a link called "Enroll in Employee Self Services"

Click on this link, the enrollment screen will now appear

You will need to fill out **ALL** information fields

\*\*\*VERY IMPORTANT\*\*\* when typing in your name it must match exactly how it looks on your pay
stub including the asterisk if present

**Example:**
Name typed on pay stub:  JOHN DOE *
You would type-in: JOHN DOE *

Once you have typed in your information click the next button, this will bring up the next enrollment
screen.  Like the first screen you must fill out **ALL** information fields

\*\*\*\*VERY IMPORTANT\*\*\*   Login name must contain at least six characters including one number, the
password must contain at least 7 characters including one number

**Example for John Doe:**
User Name: johndoe3
Password: trucks4

Once you have entered information in all fields click next, this will take you to the confirmation screen

From the confirmation screen click Finish, this will return you to the log-in screen, an email will be sent to
you confirming your registration

Note, when you click Finish, if a screen appears displaying "the following errors have occurred" make note
of the errors, click the try again button to return to the confirmation screen. Use the previous button to go
back through the screens to verify and correct information

Once you have made the necessary corrections, click the next button until you get to the confirmation
screen.  From the confirmation screen click the finish button to complete your registration

You're now ready to begin using ESS Portal!  From the login screen type in your user name and password
to access your ESS Portal account

\*\*\*Two ESS Portal features are not available at this time; "View W2" and "Edit Personal Information"\*\*\*
**Questions or Assistance Call: 340-8380**