![SimpleHR logo]

Employee Self Service (ESS) Site Registration

All active employees of active SimpleHR clients may register for an Employee Self Service account for easy access to paycheck stubs, W2s and payroll information. This site requires a new account to be setup using the registration process. Follow the directions below to register for the site.

New Employees: If you are a new employee of a SimpleHR client, wait until you have been notified that your New Hire packet has been processed before completing ESS registration. If you provided an email address on your New Hire packet you will receive a registration link via email. Otherwise, follow the directions below.

How to register:

- Visit SimpleHR.com and click **Login**

- Select **Employee Self Service**

  The login screen will be displayed

- Click the **Registration** link

- Enter your Social Security Number and Birthdate along with either the phone number or Drivers' License that we have on file from you.

- We recommend a personal email address for your personal ESS account. You may use the work email address if you wish.

  Web Payroll Users: If you also have a Client Web Payroll account and wish to use the same email address for ESS, use same password for both logins.

- Complete the registration screen to activate your account.

  New phone numbers or Drivers' License Numbers?

  If your Phone Number or Drivers' License number have changed since your original employee packet, it may be necessary to update the information we have on file to register for the site.

  Employee Not Found?
  If you receive an Employee Not Found message during registration, double check the information you entered. If it is accurate, contact the SimpleHR Human Resources Department to update your information on file.

  Work for Multiple SimpleHR Clients?
  If you are actively employed by multiple SimpleHR clients, you may use one account to access all work locations. When you complete registration for multiple locations be sure to use the same email address and password for all locations. These will be tied together into one account for your use. To switch between locations, click the profile button that shows your initials on the top right side of the screen and choose the location you wish to access.