

## Employee Communication, Employee Self-Service Portal

**Date:** March 14, 2018  
**To:** All Employees  
**From:** Valerie Johnson  
**Subject:** Employee Self-Service Portal

We are pleased to now offer all City of Elmhurst employees easy access to a new Employee Self Service (ESS) portal. Employee Self Service (ESS) is a web-based tool within the Click-to-Gov Self-Service Portal that provides employees with the ability to view and update information related to their employment with the City of Elmhurst.

With this new tool you can access personal data, review accrual balances, and create "what if" scenarios for net pay when changes are made to state or federal taxes. You will be able to view information such as your emergency contact(s), salary, hire date, current address, and pay stubs. Effective April 13th, we will no longer print paper pay stubs.



Follow these guidelines to access the new Self-Service site. Please read the steps carefully

- Either type or copy and paste the link below into your web browser address line. The link to the Employee Self Service site will also permanently be maintained on the City of Elmhurst employee intranet site main landing page.

<https://clicktogov.elmhurst.org/Click2GovESS/index.html>

- When you connect to the Click2Gov Self-Service (see sample login page below) you will be asked to either log in or create your account. Since this is your first time accessing Self-Service, you should select the option for New User Registration.
- Below is the landing page that welcomes you to the site

# Employee Communication, Employee Self-Service Portal




## Employee Self Service Portal

[Home](#)[Accessibility](#)[New User](#)[Login](#)[Contact Us](#)

Welcome to the City of Elmhurst Employee Self Service.

Reduce administrative costs by letting employees view and update personal data with the City of Elmhurst Employee Self Service application.

By allowing employees to change personal data, review accrual balances, and create "whatif" scenarios for payroll deductions, you can free your Payroll/Human Resources staff from handling employee requests for the simplest bits of information.

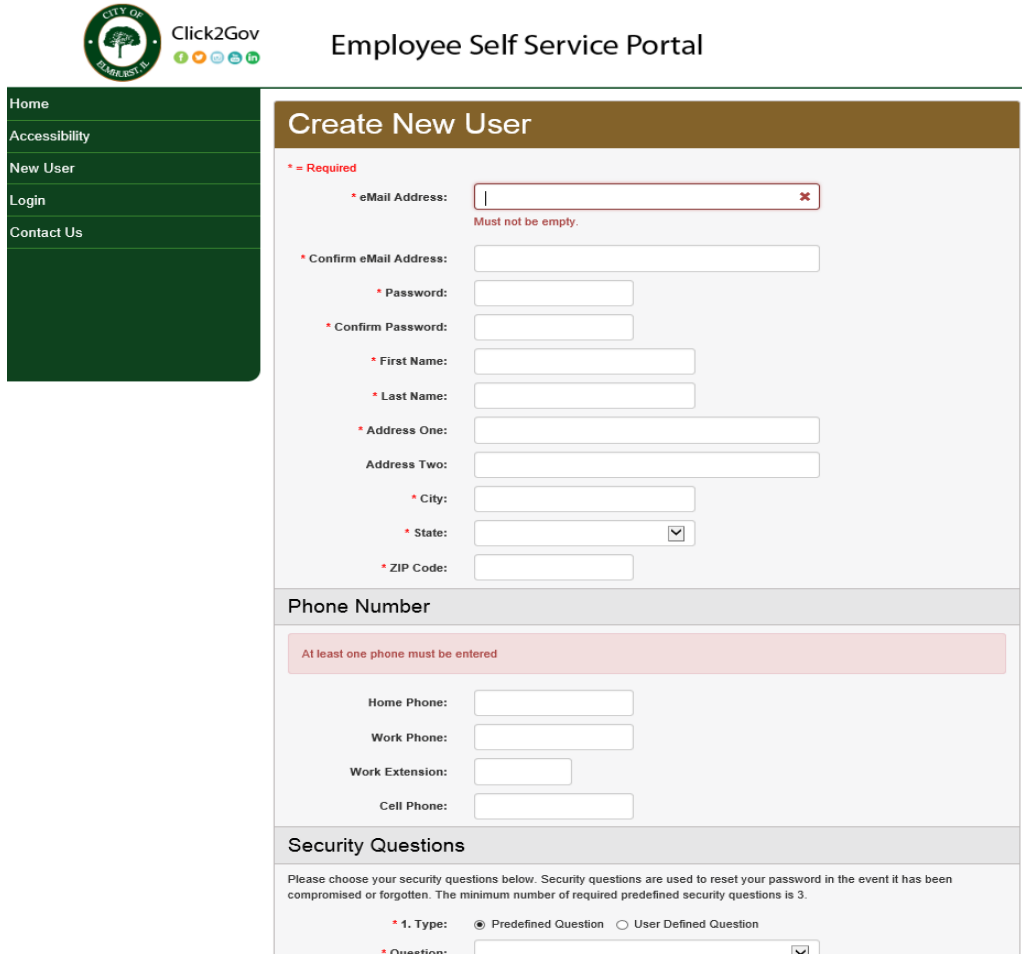


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- To gain access to your information you will need to do a "Create New User" registration and enter the following requested information. See below:

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The screenshot shows the 'Create New User' form in the Employee Self Service Portal. The form is divided into several sections: 'Create New User' (header), 'Personal Information' (fields for email, confirm email, password, confirm password, first name, last name, address one, address two, city, state, and ZIP code), 'Phone Number' (fields for home phone, work phone, work extension, and cell phone), and 'Security Questions' (fields for question type and question). A green sidebar on the left contains links to Home, Accessibility, New User, Login, and Contact Us. The top of the page features the City of Cambridge logo and the Click2Gov logo.

**Create New User**

\* = Required

\* eMail Address:  ✖  
Must not be empty.

\* Confirm eMail Address:

\* Password:

\* Confirm Password:

\* First Name:

\* Last Name:

\* Address One:

Address Two:

\* City:

\* State:  ▼

\* ZIP Code:

**Phone Number**

At least one phone must be entered

Home Phone:

Work Phone:

Work Extension:

Cell Phone:

**Security Questions**

Please choose your security questions below. Security questions are used to reset your password in the event it has been compromised or forgotten. The minimum number of required predefined security questions is 3.



\* 1. Type: ☒ Predefined Question ☐ User Defined Question

\* Question:  ▼

- **Email address** = enter your work email address and password
  - **Personal information** = enter your last name, address and contact information
  - **Security information** = choose your security questions so you can reset your password if ever needed.
- Click **Create New User** once all information has been entered. **An email will be sent to the address on file to enable your account.**
  - Click the link to activate your account. You are now ready to log in to Self-Service.

Once on the site, you will see a list of options on the left:

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## Employee Self Service Portal

[Home](#)[Employee Info](#)[Emergency Info](#)[Dependent Info](#)[Accrual Info](#)[Current Info](#)[Check Inquiry](#)[W2 Inquiry](#)[What If Calculations](#)[Federal W4](#)[Accessibility](#)[My Profile](#)[Logoff](#)[Contact Us](#)

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Access, view, and change whatever you deem necessary.

Be on the lookout for training videos and the Human Resources team coming on site for "Pop-in" sessions to answer any questions, help with logging in, and troubleshoot if necessary. We are excited about this new tool and hope that you will find it beneficial and easy to manage.

Sincerely,

Human Resources Department