Missouri State Employees Self-Service Portal

Logging on to the Missouri State Employees Self-Service Portal for the First Time

INTRODUCTION:

Before attempting to register for the first time, here are some things you should know.

The first step in using the ESS Portal will be to REGISTER as a new user.

To ensure the ESS Portal is as secure as possible—and to *uniquely identify each person*, you will be asked some questions that <u>must match</u> information already entered about you in the SAMII HR Payroll System.

To answer the registration questions, here's what you'll need to know:

☐ Are you an ACTIVE or INACTIVE EMPLOYEE
☐ Your LAST NAME
☐ The last 4 digits of your Social Security Number
☐ Your DATE OF BIRTH
☐ The AGENCY where you work
☐ The ZIP CODE of your residence
☐ The NET PAY on your most recent paycheck

In case you're wondering, **Net Pay is your take-home pay.** It is the amount that is deposited into your specified bank account, or the paper check some employees still receive. If you participate in direct deposit, you can obtain your Net Pay information from

☐ Your most recent bank statement
☐ Your bank's online banking system
☐ Contacting your bank directly

If you have a Pay Card, you can contact the toll-free number on your card to obtain recent transactions including recent deposits to the card.

Photograph by
Missouri Division of Tourism

BEGINNING THE REGISTRATION PROCESS

You can access the Missouri State Employees Self-Service (ESS) Portal by typing the following web address in your browser:

https://ess.mo.gov
The web address will take you to the entry point for the ESS Portal. Once you arrive at the ESS Portal you can complete each step of the registration process.

To begin, "click" the **Register Now** button. Doing this will take you to the Registration Questions page to answer the security questions that will identify you to the ESS Portal

Once you arrive at the Registration Questions page, you will begin the registration process by selecting: **YES, I am an Active Employee**

Then:

Type in your **Last Name**

Type in the Last **Four Digits of Your Social Security Number**

Type in your **Date of Birth**

Select the **Agency Where You Work** from options in the drop-down list

Type in the **Zip Code of Your Residence**

Type in the **Net Pay on Your Most Recent Paycheck**

Then "click" **Next**

CREATING YOUR SECURE LOG-IN PROFILE:

The next phase in the registration process will be to create your own unique User ID and password by following the instructions on the **Create a Secure Login ID** page.

STEP 1:

The first action you must complete on this page is to create a **New User ID** that is uniquely yours. Your ID **SHOULD NOT** resemble your social security number.

STEP 2:
Select or click a **Security Image** to accompany your User ID.

Once the Security Image has been selected, the image will be displayed on the left side of the screen along with textboxes for you to enter and confirm your password.

STEP 3:
The **Password** you create must meet the requirements detailed on the **Create a Secure Login ID** page.

Enter your Password again in the **Confirm Password** box and "click" **Submit**.

IMPORTANT: Your Password **CANNOT** be the same as your User ID and it **CANNOT** be your social security number.

After completing the registration process and securely logging-in, you will arrive at the **Missouri State Employees Self-Service (ESS) Portal.**