

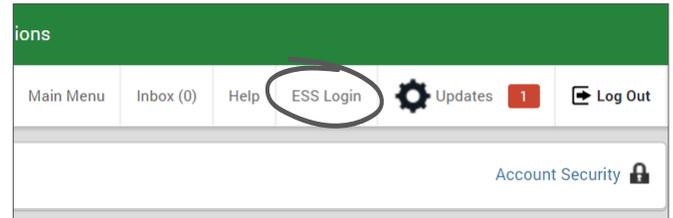
SHOW ME HOW

to Toggle Between Client and Employee Side User Options



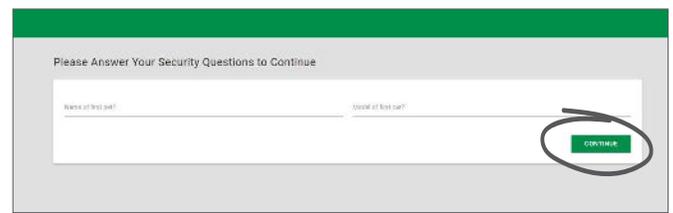
STEP 1

With Employee Self-Service® toggle, quickly navigate between logins with the click of a button. From the client side click "ESS Login" to navigate to Employee Self-Service®.



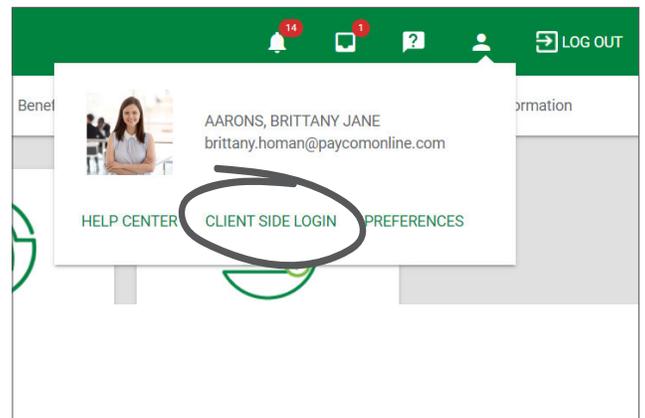
STEP 2

A pop-up window appears. Enter your Employee Self-Service® password if toggling for the first time. If you're not on a recognized device, enter your security questions and click "Submit."



STEP 3

Now, the Employee Self-Service® screen appears. From the employee side, click "Client Side Login" to navigate back to the client side.



HELPFUL TIPS

- Your Employee Self-Service® profile must be tied to your Employee Code in user setup. As a manager, contact your HR or Administrator if you have questions.

ADMINISTRATORS

Visit the Help Menu for the most up-to-date version of this guide.

