



ESS 2.0 - Employee Registration

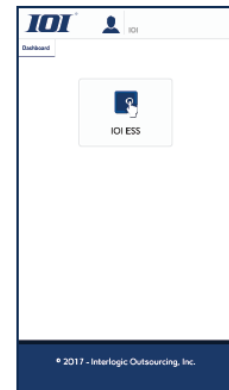
The Accounting Office will register you once you provide your personal email address. The following screens are the 'step through' of what to expect to create your user sign-on to view, print and manage your electronic checkstubs in the system.



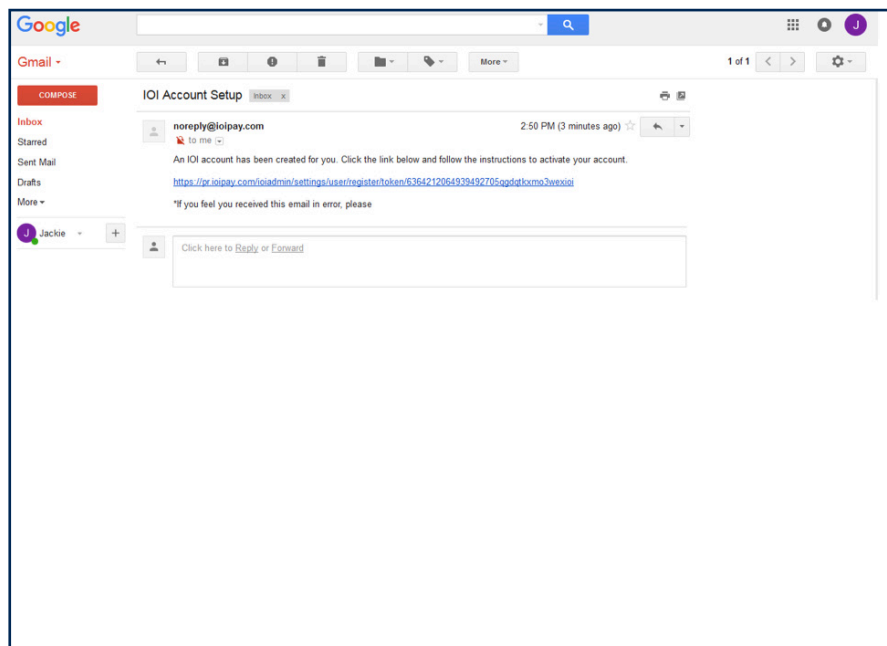
IOIPay ESS 2.0: Employee Overview

Accessing Employee Self-Service

1. A valid email address is needed and will act as your User ID.
2. The payroll administrator will prompt the system to email you a registration link.
3. Once email is received, you will have 48 hours to click on the link to create a password.
4. Upon creating your password, you will receive a confirmation message. The system will then prompt you to answer security questions for verification.
5. Once the certification questions are completed, you will receive a message stating the information is validated.
6. You will then have access to the ESS button on the IOIPay® Dashboard. This is the landing screen when you are logged in with your credentials.
7. You will access the login button from www.ioipay.com
8. If you forget your password, click the "Forgot Password" button and follow the prompts.



As soon as the registration invitation is sent, the staff member will get the email below. You have **48 hours** to click the link:





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This is the first screen the employee will see after clicking the link. Their password is set here.

IOI jacklegleson167@gmail.com

Create a new password

Enter new password

Your password must meet these requirements:

- Must be more than 8 characters in length
- At least one upper case letter
- At least one lower case letter
- At least one number
- At least one special character (eg. !@#%&*)

Confirm new password

Submit

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The employee will see this message once their password is set.

IOI jacklegleson167@gmail.com

Create a new password

Information

Password setup complete.
You will be redirected to login.

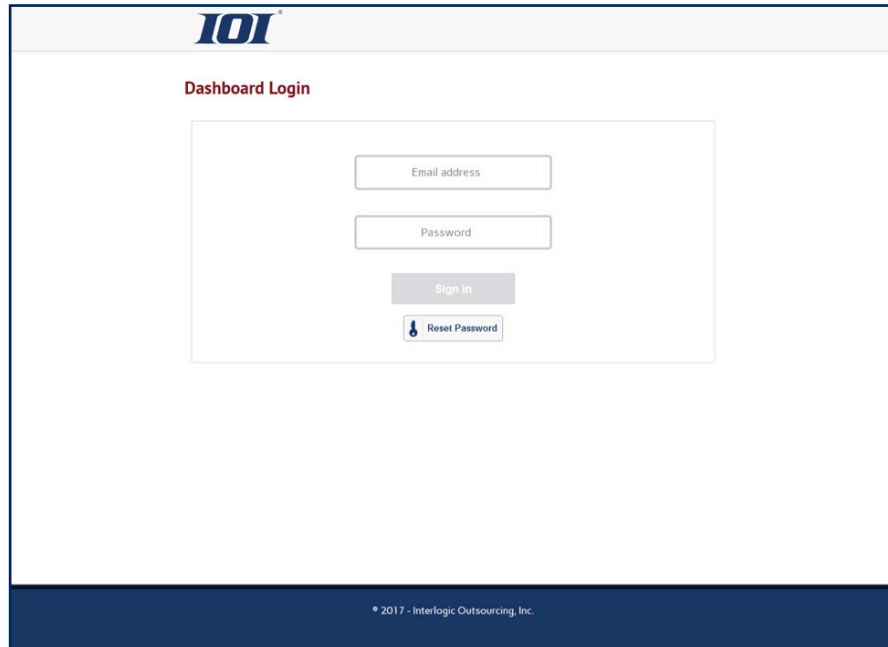
OK

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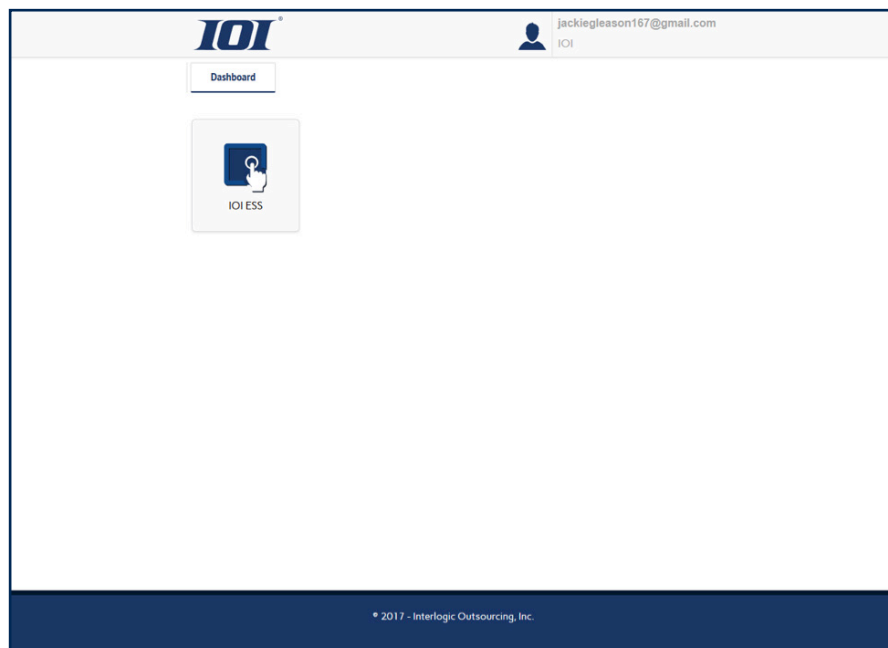


ESS 2.0 Registration

The employee is redirected to the Dashboard Login Screen to enter in their User ID and Password



Then, they will be redirected to this screen and will click on the *IOI* ESS App





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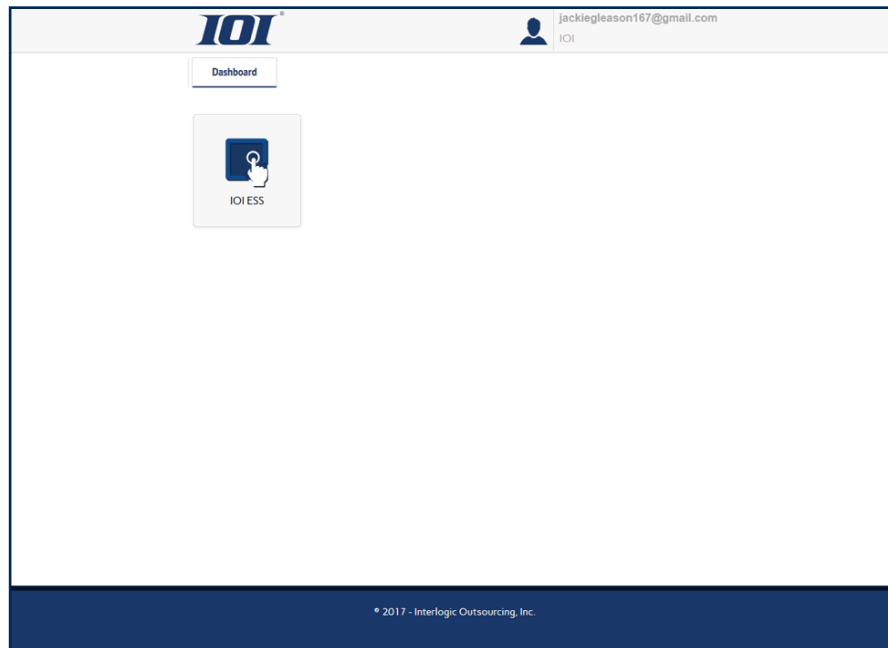
Now, the employee will be prompted to answer the security questions. They must type in birthdate in the format of 00/00/0000, last 4 of social and zip code. ESS 2.0 is verifying against the information in *IOIPay* to ensure this is going to the correct employee. If they answer the questions incorrectly, the system will not let them in

The employee will see this message once the security questions have been answered.



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The employee is then redirected back to the App



Upon logging in, this is what the employee will see.

