The information in this document should help you easily move around in Employee Self Service (ESS). A Back button is not available after you log in. To leave a page or to do something different, you must click a button or a tab.

You’ll learn about:

- Logging into ESS
- The Home Page
- Links at the top right side of the page
- Topics available on the Home Page
- Logging out of ESS

**Logging into ESS**

Follow these steps to log into ESS:

1. Access ESS by going to myinfo.anaheim.net and clicking **Login to ESS**.

The ESS Login page is displayed.
2. Enter the following information:
   - **User Name**: Click in the blank field and type your User Name.
   - **Password**: Click in the blank field and type your Password.

   **Navigation Tip**: You can move from the User Name field to the Password field by pressing **Tab** on your keyboard.

3. Click **Login**

   **Navigation Tip**: You can click **Login** or press **Enter** on your keyboard.

   If you enter your User Name or Password incorrectly, an error message is displayed. For example, *User Authentication failed or Invalid User name/Password combination.*

   You need to re-enter the correct User Name and Password, click **Reset** to clear the fields and start over.

   **Please note**: User Names and Passwords are case sensitive.

   For assistance with your User ID or Password, please contact the Help Desk at 714-765-5104.
The Home Page

After a successful login, the Home Page is displayed.

The Home Page displays information, such as, your general information, work in progress, work completed, forms for download and notifications.

When you successfully log into ESS, two windows open. One is the Home Page and the other is a blank window as shown below. You can close the blank window by clicking X at the top right corner of the page.
There are several links on the Home Page which help you access other sections of ESS.

**Tabs:** The tabs at the top of the Home Page take you to other sections of the system.

You can return to the Home page from any other section of the ESS system by clicking on the **Home Tab**.
**Links at the top right side of the page**

![Accessibility tab](image)

**Accessibility**
A new window opens when you click the **Accessibility** tab. You can navigate through the ESS application Accessibility features within this window. To exit, click on the X in the right corner.

![Accessibility window](image)
Help
A new window opens when you click the **Help** tab. To exit, click the X in the right corner.

My Jobs
A new window opens when you click the **My Jobs** tab. If you have multiple jobs, you will see more rows. To exit, click the close button.
Topics available on the Home Page

From the Home Page, you have access to the following:

- View Profile
- Update Emergency Contact
- Password Management
- Update Address
- My Work
- Forms and Websites
- Notifications

View Profile
On this page you can view current and prior positions, personal and emergency contact information, and compensation history.
**Update Emergency Contact**
On this page you can add/modify your Emergency Contacts. Refer to the *Updating Your Address and Emergency Contact Information* document for detail instructions.

![Welcome page with options to view profile, update emergency contact, and password management.](Image)

**Update Emergency Contacts**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
<th>Phone</th>
<th>Email</th>
<th>Delete Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOB</td>
<td>SMITH</td>
<td>3</td>
<td>7147655111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUE</td>
<td>SMITH</td>
<td>7</td>
<td>7147655111</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Emergency Contact**

**Enter Address Information**

Enter the contact name and address information below. Additional emergency contacts can be added by clicking the "Add Emergency Contact" button.

- **Contact Name Prefix:**
- **Contact First Name:** BOB
- **Contact Middle Name:**
- **Contact Last Name:** SMITH
- **Street 1:** 201 S ANAHEIM BLVD
- **Street 2:**
- **City:** ANAHEIM
- **State/Province:** CALIFORNIA
**Password Management**

This page allows you to change your password and keep it current and unique for security purposes. Refer to the **Change Your Password** document for detailed instructions.

![Password Management Form](image-url)

On this screen, you can reset your ESS password or set up your ESS password hint security questions.
Update Address
This page allows you to update/edit your address information. Refer to the Updating Your Address and Emergency Contact Information document for detail instructions.
The Home Page, Login and Logout

Employee Self Service

My Work - In Progress Tab
This page displays a list of documents that you have started, but not completed.

My Work – Completed Tab
This page displays a list of documents that have been submitted by you.
**Forms and Websites**

This section allows you to download documents to your computer for printing or storing.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Department</th>
<th>Link</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefit</td>
<td>457P ICMAA</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit</td>
<td>CALPERS BNFCRY</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit</td>
<td>INS MARKETPLACE</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit</td>
<td>LIFE INS</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit</td>
<td>RHS ENRLMT/CHG</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>AFA FLSA</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>PAY SCHEDULE</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Check</td>
<td>CREDIT UNION</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Check</td>
<td>E-STUB</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td>DE4</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td>W2 REQUEST</td>
<td>ALL</td>
<td></td>
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</tr>
<tr>
<td>Tax</td>
<td>W4</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the form you wish to download by clicking **Attachment Icon**.
The File Download window is displayed. Click on **Download**.

![Download Image](image)

Click the **OPEN** box at the bottom of your screen

![OPEN Box Image](image)

If you do not see the icon on the bottom of your screen, maximize your screen by clicking the icon below at the top right of your browser window. You should see the “OPEN” screen now.

![Maximize Screen Image](image)
Once the document opens, you can print and/or save to your computer.

Please Note: PDF software, such as Adobe Reader, must be downloaded and installed in order to view PDF files.

To Exit the Forms and Websites dialog box, hit the button

Notifications
This page displays a list of notifications that are specific to your profile.
Logging out of ESS

Click the **Logout** link at the top right side of the page to exit the system.

**Please note:** Always use the **Logout** link to exit, rather than clicking **X** at the top right corner of the page. Clicking **X** lets you exit the system, but does not close your session, making the system vulnerable to security concerns.

When you log out of the system, the ESS login page is displayed with a Logout successful message.

You can:
- Log into ESS again by entering your User Name and Password and clicking **Login Again**, or
- Exit ESS by clicking the **X** at the top right corner of the page.