

Welcome to training on how to use the Registration and Log In features of the Employer Self-Service portal.

How Do I Login for the First Time?

To register for an Employer Self-Service account, you must contact the RSA to have your account set up. Once your account is set up, you will receive three automatically generated emails containing your user name, a temporary password, and a RSA PIN number. Once you receive the emails, you are ready to log in to ESS for the first time.

The employer **Login** screen displays. Enter your **User ID** in the corresponding field (you can obtain your user ID from the email that was sent to you from the RSA). Enter the temporary password you received in the **Password** field. Click **Next**.

When you login for the first time, you will need to read and agree to the **Terms and Conditions** screen that displays by clicking the checkbox.

Click **Continue**.

Enter your temporary password in the **Temporary Password** field. Enter the new password in the **Your New Password** field, and retype it in the **Retype Your New Password** field.

Click **Continue to Step 2**.

Enter the **PIN** you received in the e-mail in the **Temporary RSA PIN** field. Create a new 4 digit pin number, and retype it.

Click **Continue to Step 3**.

You will be prompted to select two security questions.

Select a question from the first security question drop down menu.

Enter your answer, then retype your answer. Note: Answers are case sensitive.

Select a second security question.

Enter your answer, then retype your answer. Note: Answers are case sensitive.

Click **Submit**.

A confirmation displays that your password, RSA PIN, and security questions were successfully updated. Click **Continue** to enter the site. You will receive an email confirming your updates were made.

You will then be directed to the Employer Self-Service home page.

How Do I Login to the Employer Self-Service Site?

You can use your user ID and password to log in to the Employer Self-Service website 24 hours a day, 7 days a week. From the Employer Self-Service **Login** screen, enter your **User ID** and your **Password**.

And then click **Next**.

You are directed to the **Home** screen.

How Do I Logout?

The logout feature allows you to leave the Employer Self-Service website securely. When you are logged out, you cannot access any of the screens within the ESS website. You can log out of ESS one of two ways: One option is to click the blue drop-down menu at the top right-hand corner of the screen.

A drop-down menu will display. Select **Log Out**.

The second option is to click the **Logout** button from the top of the screen, which appears to the right of the menu options.

Both options will take you to the Employer Self-Service **Login** screen.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005, or employer.services@rsa-al.gov.