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.