

Welcome to training on how to navigate the **Home** Screen.

### **How Do I Navigate the Home Screen?**

Once you have successfully logged in to ESS, the **Home** screen displays.

The **Home** screen allows you to navigate to the various screens of ESS by using the drop-down menus at the top of the screen.

Now we will review the different menus available to you from the **Home** Screen.

Click on Report to see the options in the Report menu.

Click on Services to see the options in the Services menu.

Click on Account to see the options in the Account menu.

Click on Admin to see the options in the Admin menu.

Click on Logout to securely logout of the website.

Each menu is explained in detail in its own video.

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