# **Navigating the New Employer Services Site**

How Do I Navigate the New Employer Services Site?

## **Navigating the Home Screen**

How Do I Navigate the Home Screen?

# **Registration and Logging In**

- How Do I Log In for the First Time? (00:09)
- How Do I Log In to the Employer Self-Service Site? (02:24)
- How Do I Logout? (02:53)

### **User Account Maintenance Part 1**

- How Do I Manage My Account When ESS Times Out? (00:13)
- How Do I Manage My Account When I Forget My User ID? (00:56)
- How Do I Manage My Account When I Forget My Password? (02:05)
- How Do I Manage My Account When My Password Expires? (03:29)

### **User Account Maintenance Part 2**

- How Do I Change My Password? (00:11)
- How Do I Change My Pin? (01:04)
- How Do I Change My Security Questions? (01:45)

### **Administration Menu Part 1**

- How Do I Add a Payment Account? (00:17)
- How Do I Edit a Payment Account Nickname? (01:48)
- How Do I Delete a Payment Account? (02:36)
- How Do I Add an Office Location? (03:26)
- How Do I Edit an Office Location? (05:00)
- How Do I Delete an Office Location? (05:53)

## **Administration Menu Part 2**

- How Do I Add a Contact Person? (00:16)
- How Do I Edit a Contact Person? (01:37)
- How Do I Delete a Contact Person? (02:27)
- How Do I Override Primary Contact for Contact Type? (03:06)
- How Do I Add a New User? (04:23)
- How Do I Edit a User? (05:58)
- How Do I Deactivate a User? (06:55)
- How Do I Reset a User's Password? (07:40)
- How Do I Reset a User's Pin? (08:28)