

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
- Tabs on the left side of the page
- Topics across the top of the Home Page
- Logging out of ESS

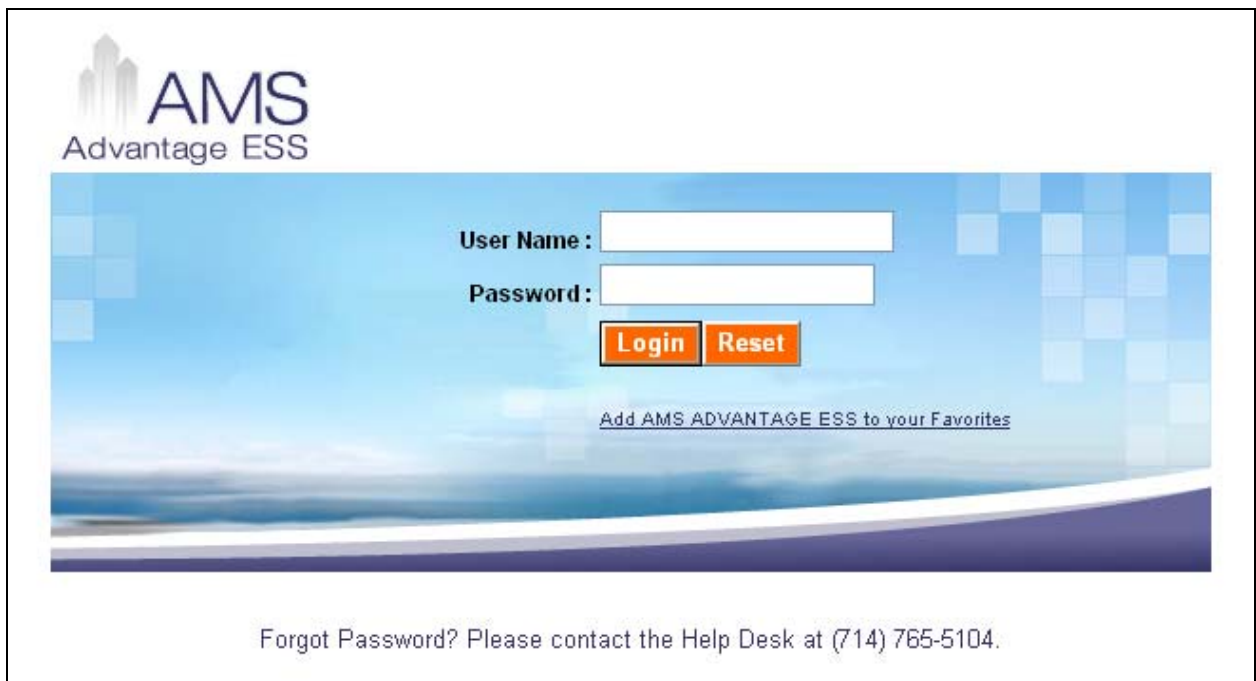
Logging into ESS

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.*

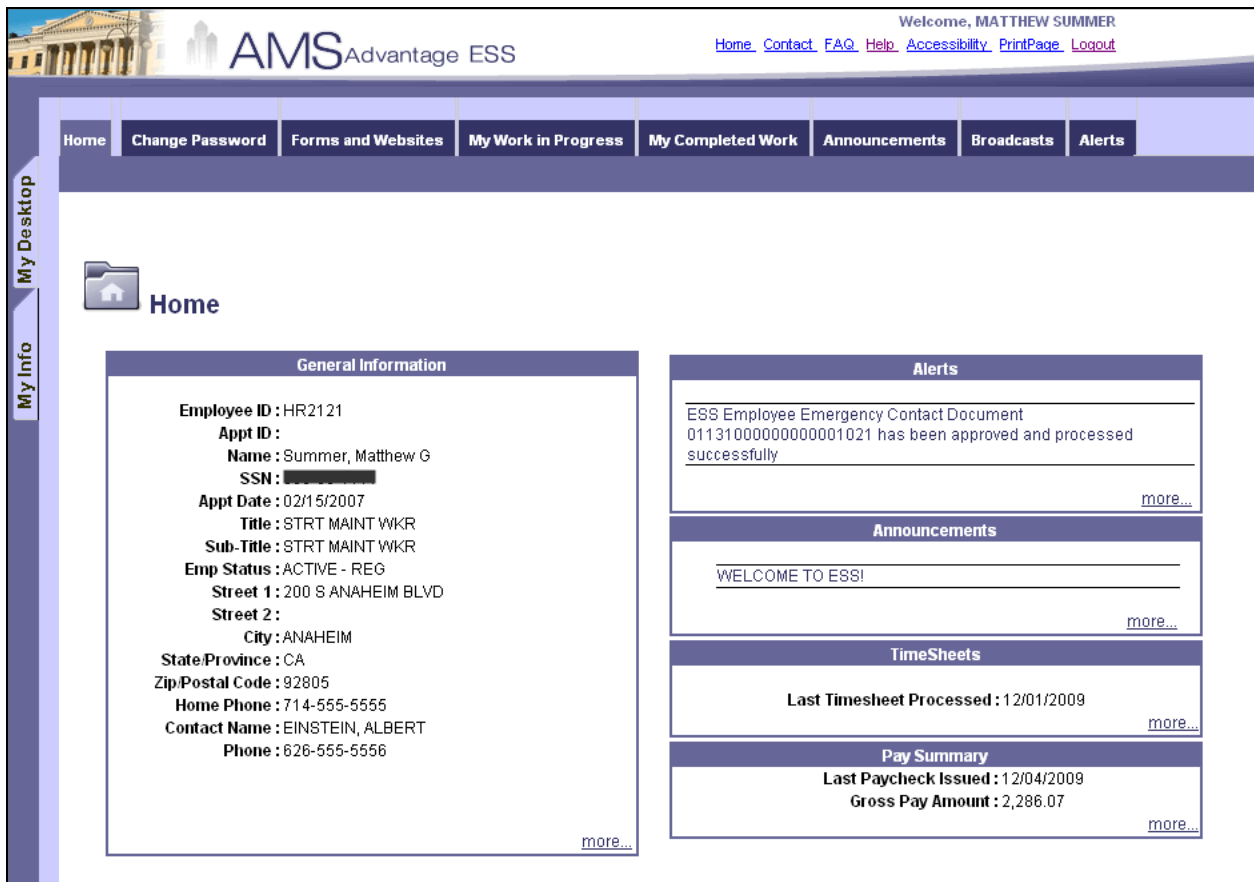
You need to re-enter the correct User Name and Password, click **Reset** to clear the fields and start over.

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.

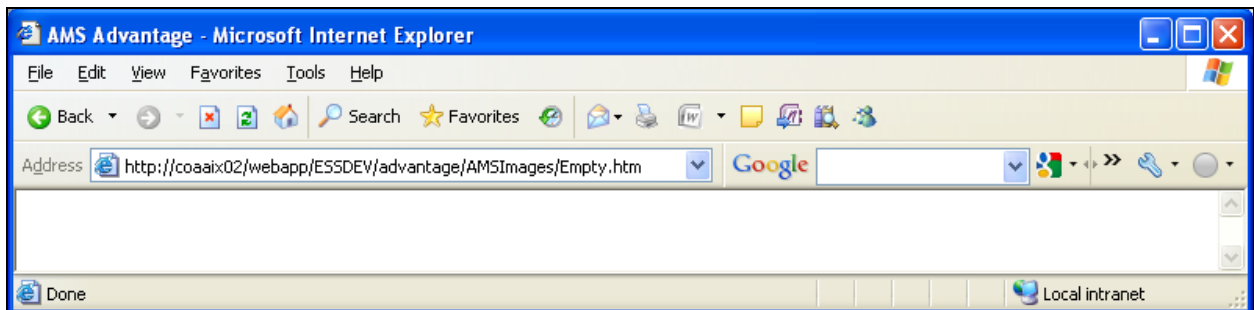
The Home Page

After a successful login, the Home Page is displayed.

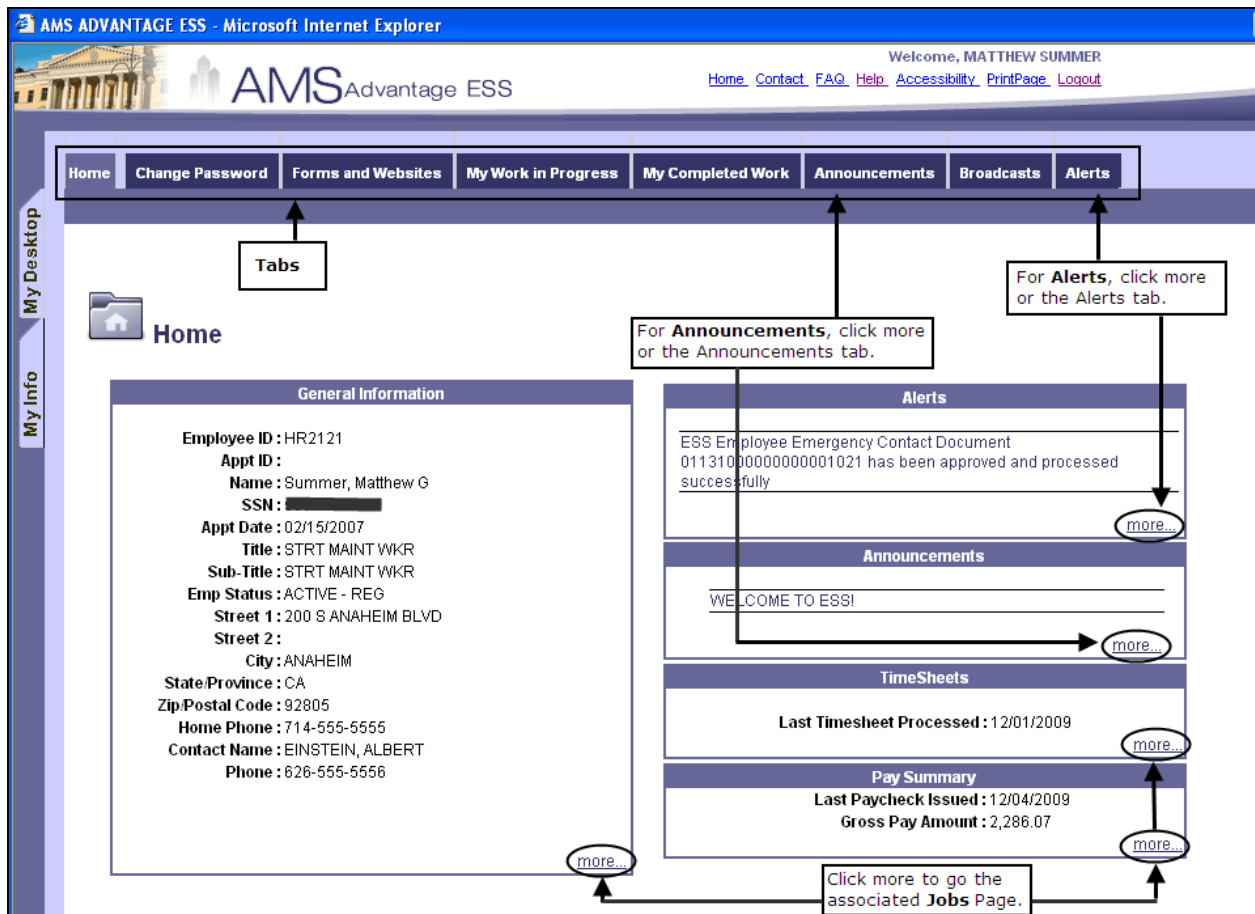


The Home Page displays information, such as, your general information, alerts, and announcements.

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.

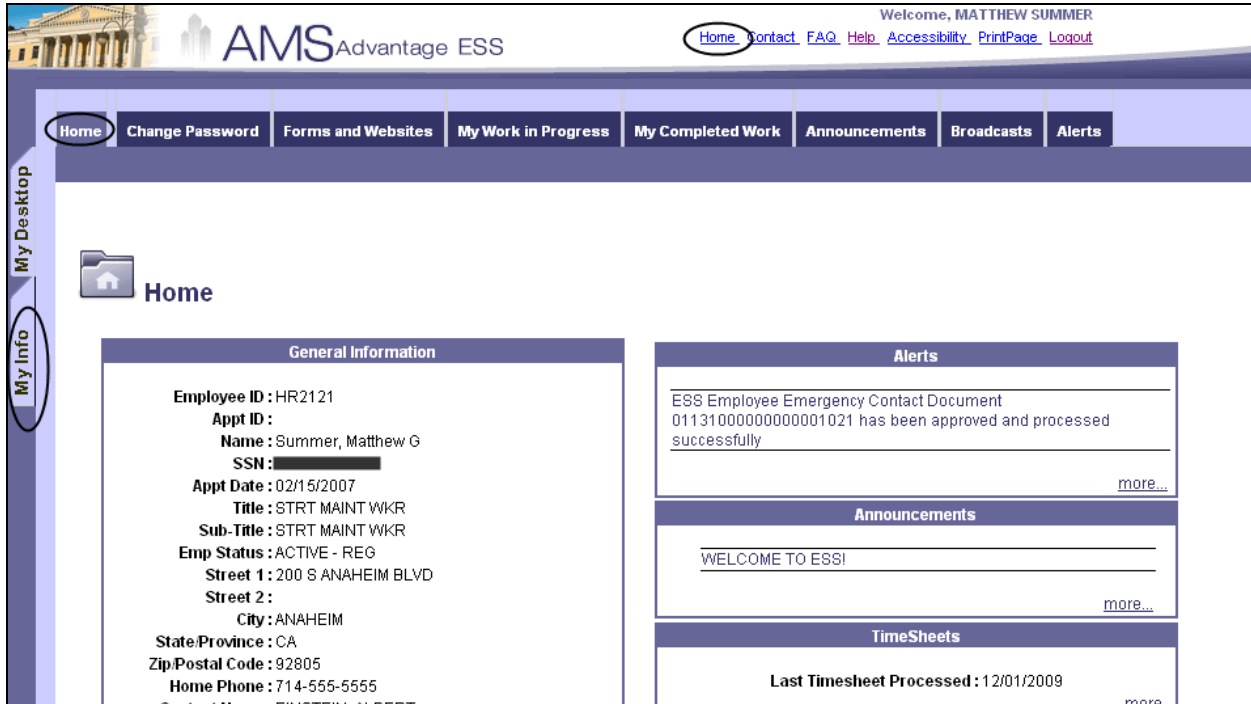


More...: Click **more...** to view detailed information. For example, click **more...** in the Alerts section to go to the Alerts page.

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

Navigation Tip: The tabs displayed at the top depend on the tab selected on the left side of the page.

You can return to the Home page from any other section of the ESS system by using any one of the following options:



1. **My Desktop** tab on the left side of the Home Page
2. The **Home** tab on the top left side of the Home Page

Please Note: The Home tab is available only in the My Desktop section of the system. This tab is not visible on the in the My Info section.

3. The **Home** link at the top right side of the page.

Links at the top right side of the page

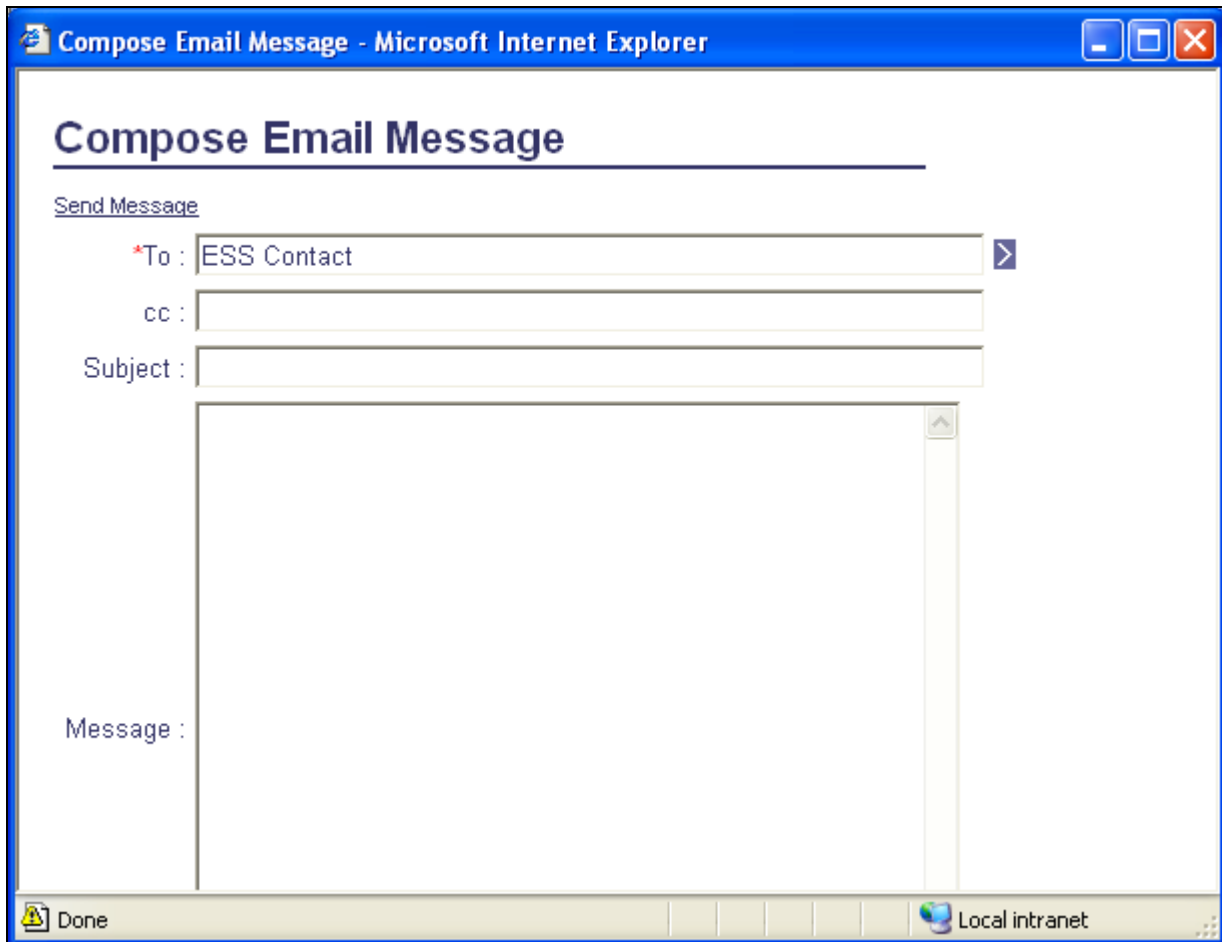
Besides Home, there are several other links at the top left side of the page that take you to other sections of ESS:

[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

Contact

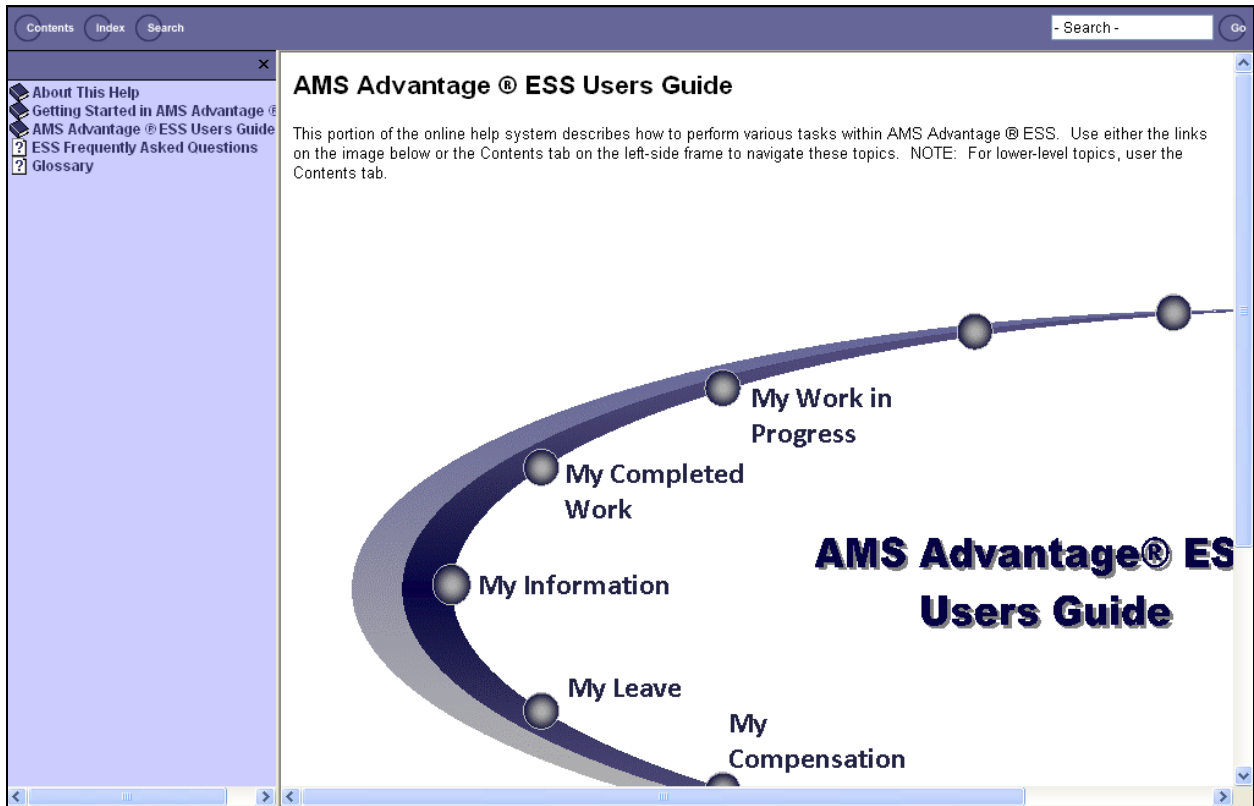
The Compose Email Message window is displayed when you click Contact. You can use this to compose and send an email.

Make sure to include your contact information to use for responses.



Help and FAQ

A new window opens when you click the **Help** or **FAQ** links.

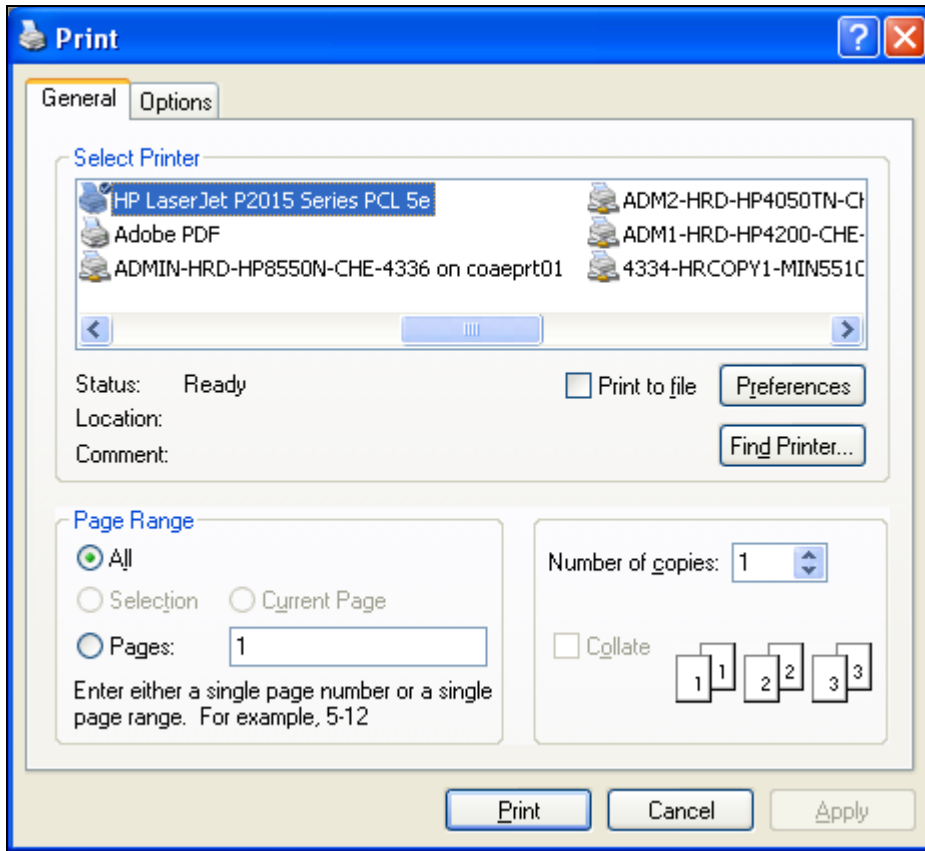


You can navigate through the ESS application Help features within this window.

To close this window, click **X** at the top left corner of the window.

Print Page

The **Print Page** link opens a print window that allows you to print the current page.



Tabs on the left side of the page

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

Home Change Password Forms and Websites My Work in Progress My Completed Work Announcements Broadcasts Alerts

My Desktop
My Info

Home

General Information

Employee ID : HR2121
 Appt ID :
 Name : Summer, Matthew G
 SSN : ██████████
 Appt Date : 02/15/2007
 Title : STRT MAINT WKR
 Sub-Title : STRT MAINT WKR
 Emp Status : ACTIVE - REG
 Street 1 : 200 S ANAHEIM BLVD
 Street 2 :
 City : ANAHEIM
 State/Province : CA
 Zip/Postal Code : 92805
 Home Phone : 714-555-5555
 Contact Name : EINSTEIN, ALBERT
 Phone : 626-555-5556

Alerts

ESS Employee Emergency Contact Document
 0113100000000001021 has been approved and processed successfully

Announcements

WELCOME TO ESS!

TimeSheets

Last Timesheet Processed : 12/01/2009

Pay Summary

Last Paycheck Issued : 12/04/2009
 Gross Pay Amount : 2,286.07

My Desktop

Click this tab to return to the Home Page.

My Info

Click this tab to view the Jobs page. This page gives you access to your information, such as personal information, address, emergency contact, tax withholdings/allowances, your leave, pay stubs, and W-2s.

Navigation Tip: The tabs displayed at the top depend on the tab selected on the left side of the page. The tabs displayed when My Info is selected are different from the tabs displayed when you select My Desktop.

Topics across the top of the Home Page

From the Home Page, you have access to topics that are listed across the top of the page. Click a tab to go to that page.

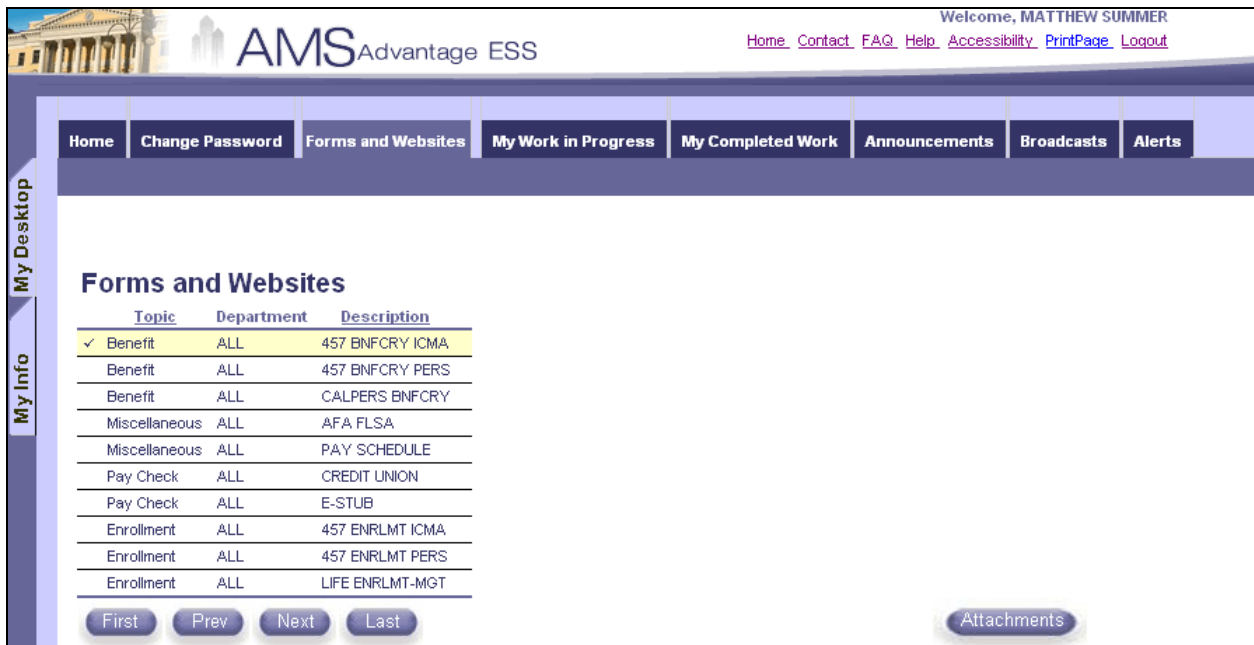


Change Password

When you click Change Password, the Change Password page is displayed. 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.

Forms and Websites

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



Forms and Websites are listed by topic and department.

Follow the steps below to download a form:

1. Select a record from the Forms and Websites list.
2. Once a record is highlighted, the available forms are displayed in the **Form Attachments** section.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

Home Change Password Forms and Websites My Work in Progress My Completed Work Announcements Broadcasts Alerts

Forms and Websites

Topic	Department	Description
Enrollment	ALL	LIFE ENRLMT-NM
Enrollment	ALL	RHS ENRLMT/CHG
Tax	ALL	DE4
Tax	ALL	W2 REQUEST
✓ Tax	ALL	W4
Tax	ALL	W5

First Prev Next Last Attachments

Topic : Tax
 Department : ALL
 W4 Form - Federal Withholding
 Description : Allowance
 Additional Information Link :

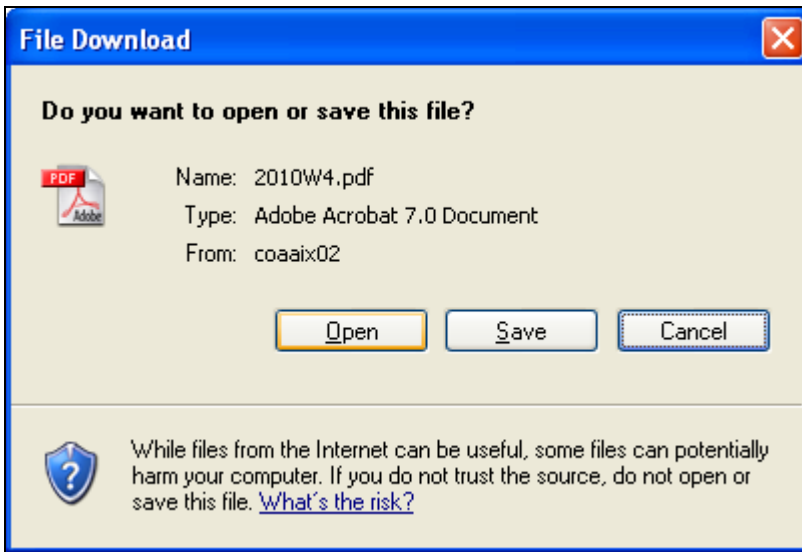
Form Attachments

Forms available for download for selected record

2010W4.pdf

3. Select the form you wish to download by clicking on it.

- The File Download window is displayed. Click on **Open** or **Save** depend on what you'd like to do with the form.



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

You can also click on the **Attachments** button. A list of all the applicable forms is listed. Select the form you want to view and click **Download**.

Reference Table Attachments

[Menu](#)

	File Name	Type	Date	User ID
✓	Hartford Life Ins. Enrollment-Non-Mgmt.pdf	Standard	2/18/10	jlaszlohr

First Prev Next Last

[Download](#)

File Name : Hartford Life Ins. Enrollment-Non-Mgmt.pdf

Type : 1

Date : 2/18/10

User ID : jlaszlohr

Description :

Hartford Life Insurance Enrollment - Non Management

[Return](#)

[View Attachment History](#)

- Click on the **Return** link to get back to the **Forms and Websites** page.

My Work in Progress

This page displays a list of documents that you have started, but not completed. You can open a draft document and continue processing it.

My Completed Work

This page displays a list of documents that have been submitted by you. Click on a Document ID to open the document.

Announcements

This page allows displays event information published for employees.

Broadcasts

This page shows a listing of all the Broadcasts messages that have been flashed. Broadcast messages notify all users of system broadcast messages.

Alerts

This page displays a list of alerts that are specific to your profile.

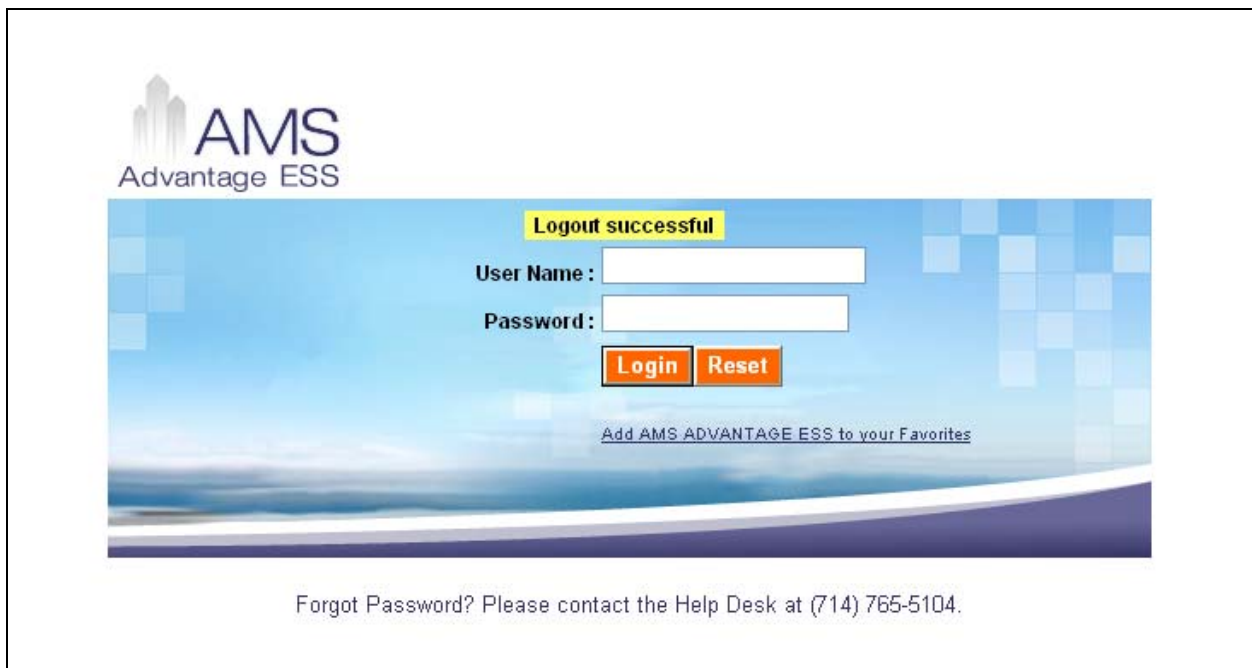
Logging out of ESS

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, or
- Exit ESS by clicking the **X** at the top right corner of the page.