Registering for Employee Self Service

Registering for Employee Self Service (ESS)

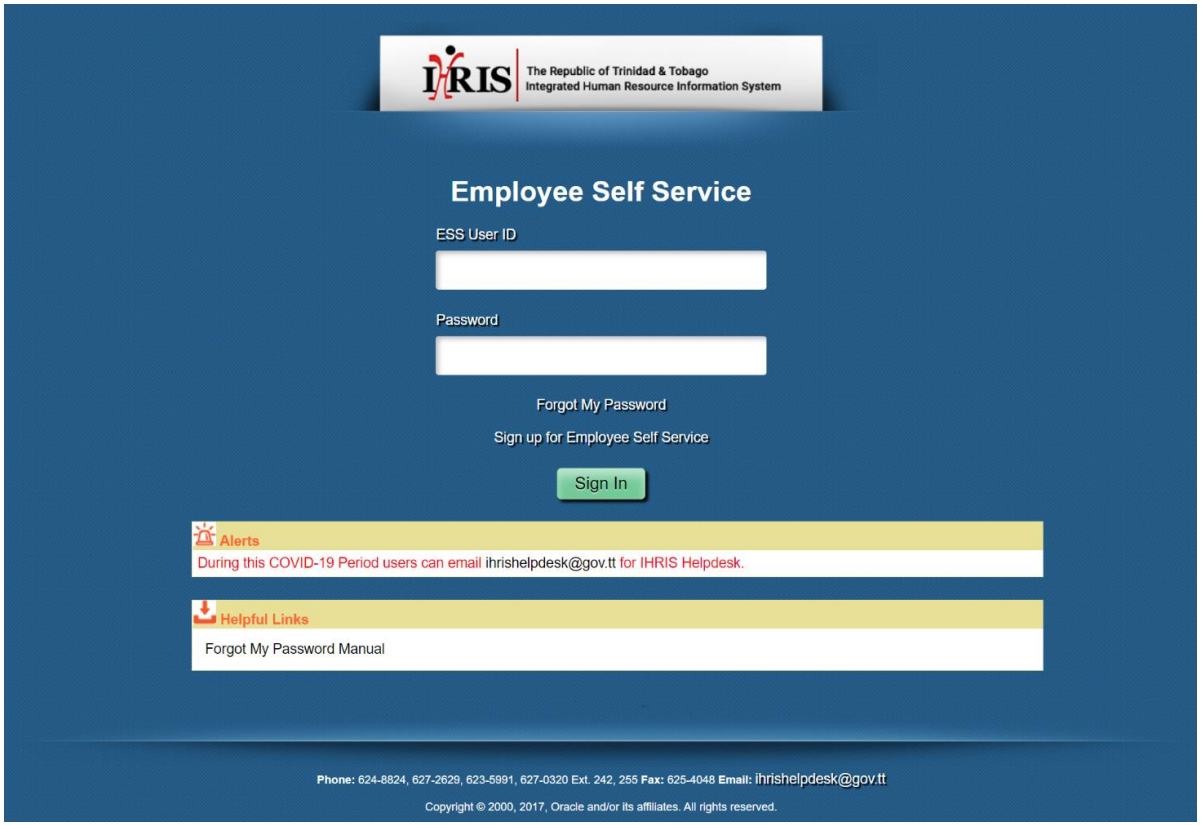
Step 1 – Open the ESS website in your browser

You can also scan the **QR Code** using your smart device to open the **ESS** site.

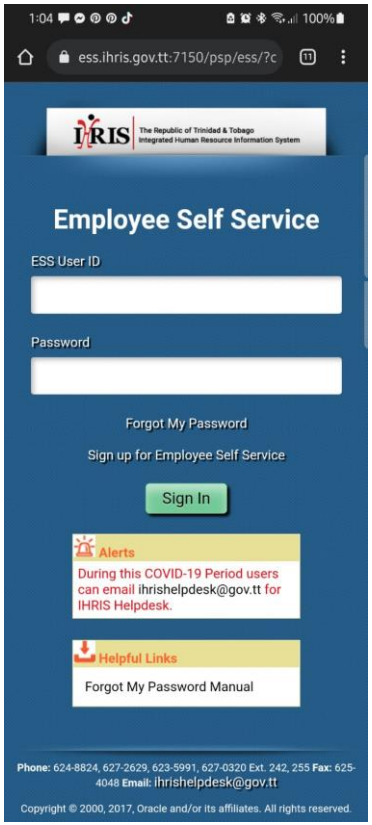
- Log into the ESS site by entering the following website into your browser's address bar:

https://ess.ihris.gov.tt:7150/ess/signon.html

Desktop View



Mobile View



- Click on the Sign Up for Employee Self Service link to begin the **ESS Registration** process.
- Go on to **Step 2**.

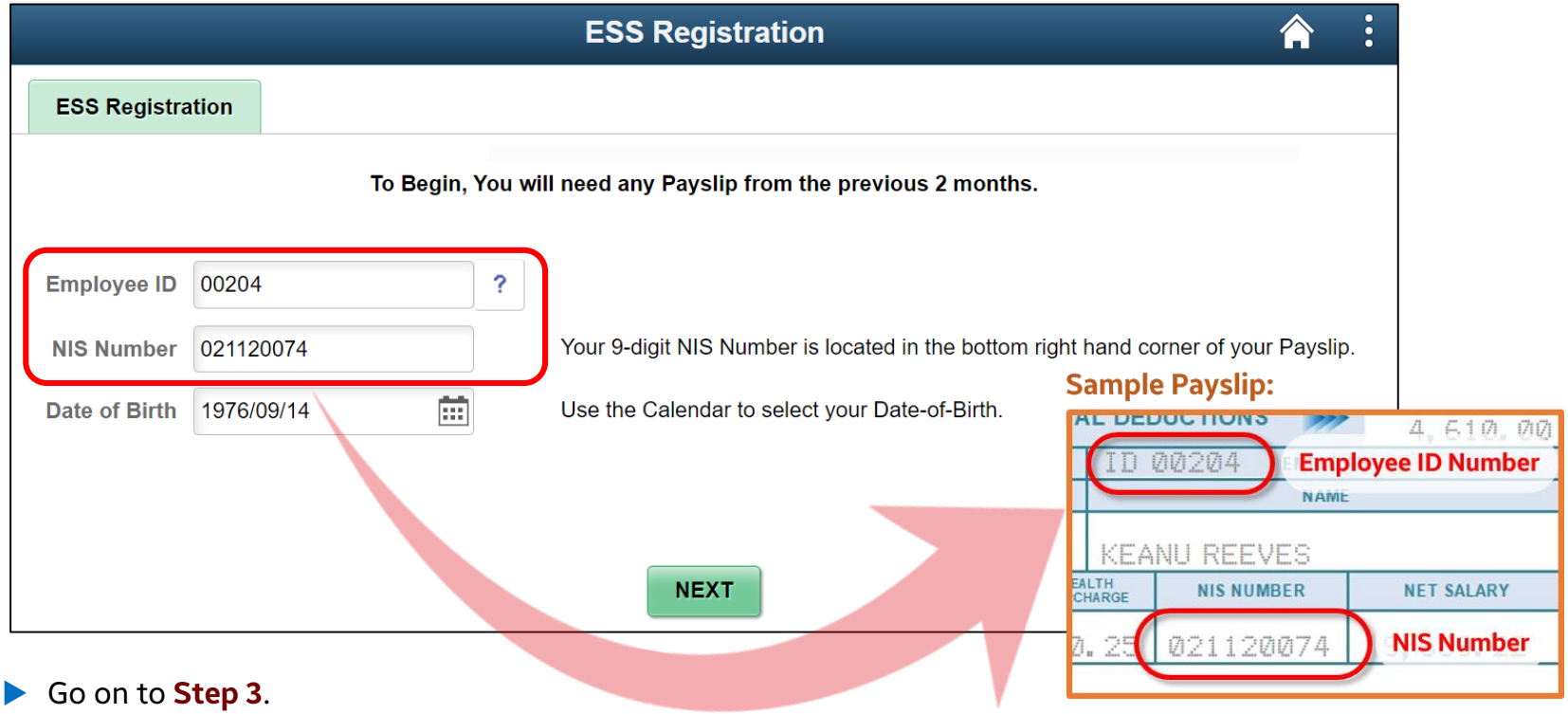
Registering for Employee Self Service (ESS) - continued

Step 2 – Enter your Personal Information

Before you begin, ensure that you have a copy of your PAYSLIP from the previous two (2) months on hand.

- First, enter your **Employee ID** number (Your Employee ID number can be found on your payslip above the **Name** field).
- Next, enter your **NIS Number** (The NIS Number can also be found on your payslip below the **Name** field).
- Then, enter your **Date of Birth** (The date format is entered as YYYY/MM/DD).
- After, click on the NEXT button to continue the **ESS Registration** process.

Desktop View & Mobile View



- Go on to **Step 3**.

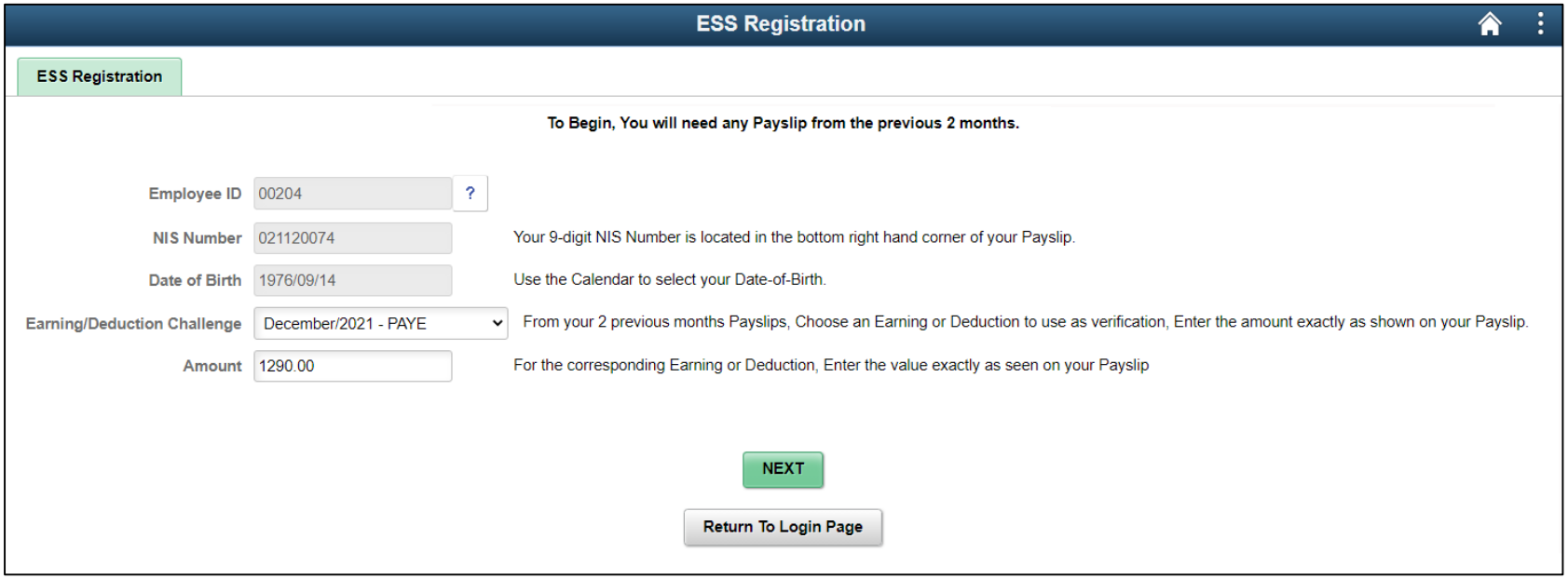
Registering for Employee Self Service (ESS) - continued

Step 3 – Enter your Payroll Information

Two new fields will appear after clicking the NEXT button i.e. The EARNING/DEDUCTIONS CHALLENGE field and the AMOUNT field.

- Select an earning or a deduction value from the **Earning/Deduction Challenge** drop-down list.
- Enter the corresponding amount, as seen on your payslip, into the **Amount** field.
- Click on the NEXT button to continue the **ESS Registration** process.

Desktop View & Mobile View



- Go on to **Step 4**.

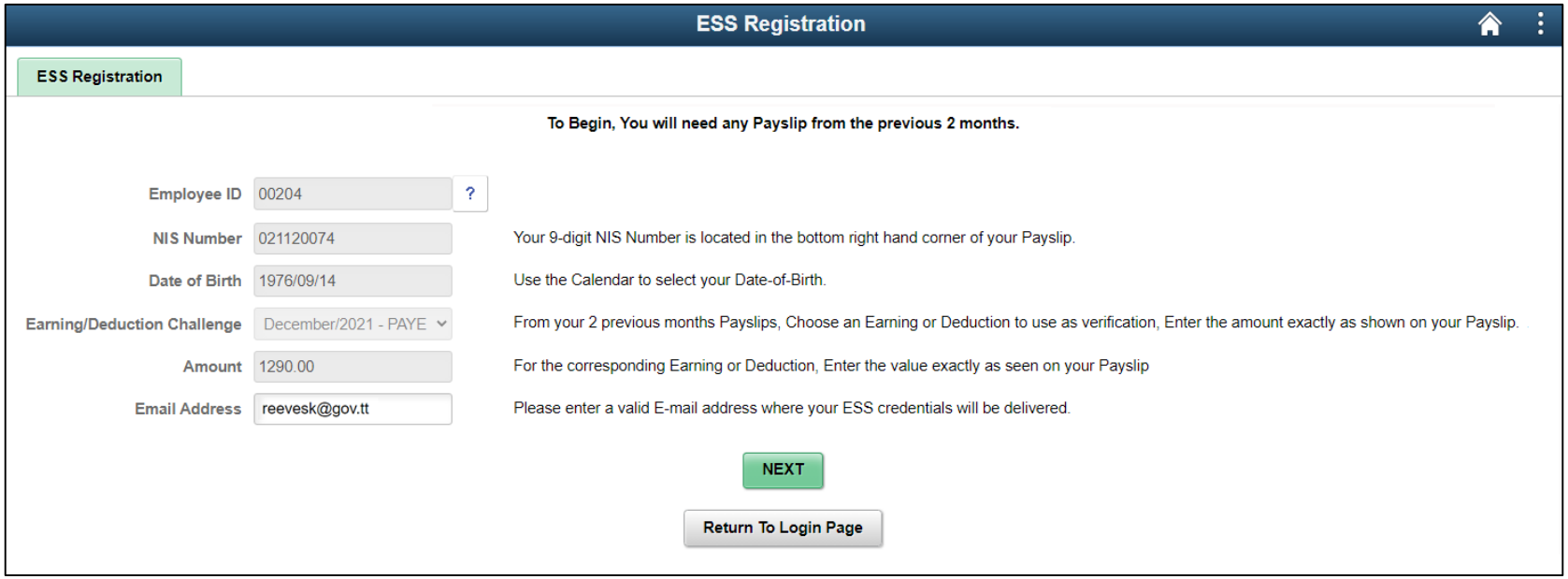
Registering for Employee Self Service (ESS) - continued

Step 4 – Enter your Email Address

When you click the NEXT button, an Email Address field will appear.

- Enter a valid email address in the **Email Address** field where you would like your ESS credentials to be sent.
- Click on the NEXT button to continue the **ESS Registration** process.

Desktop View & Mobile View



- Go on to **Step 5**.

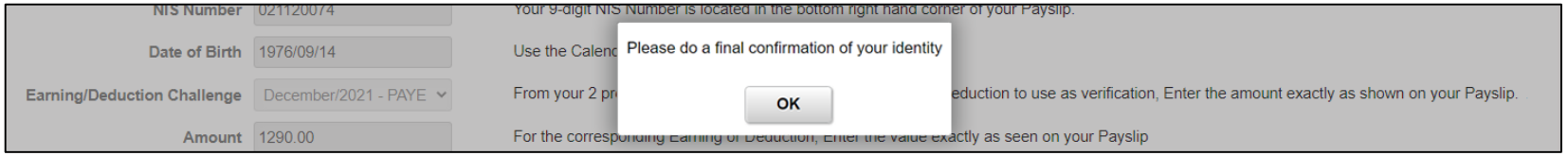
Registering for Employee Self Service (ESS) - continued

Step 5 – Confirm your identity

When you click the NEXT button, a popup message will appear requesting a final identity confirmation.

- Click the OK button on the "**Please do a final confirmation of your identity**" popup message to close it

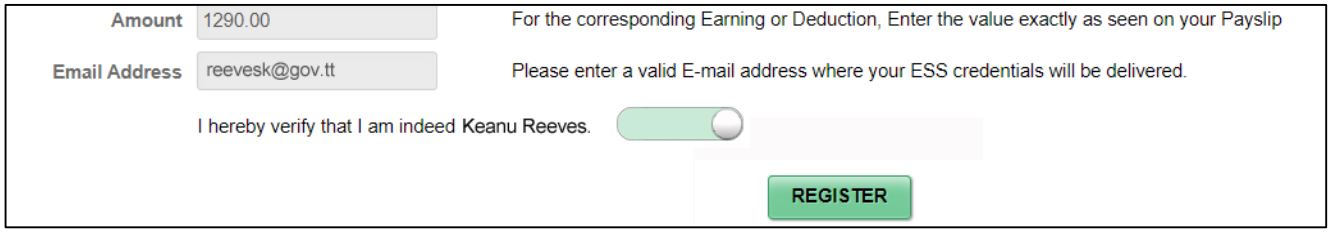
Desktop View & Mobile View



A new statement appears on the ESS Registration page: "I hereby verify that I am indeed <Your Name> followed by a slider switch .

- Click on the slider switch to confirm your identity.
- Then, click on the REGISTER button to continue the **ESS Registration** process

Desktop View & Mobile View



- Go on to **Step 6**.

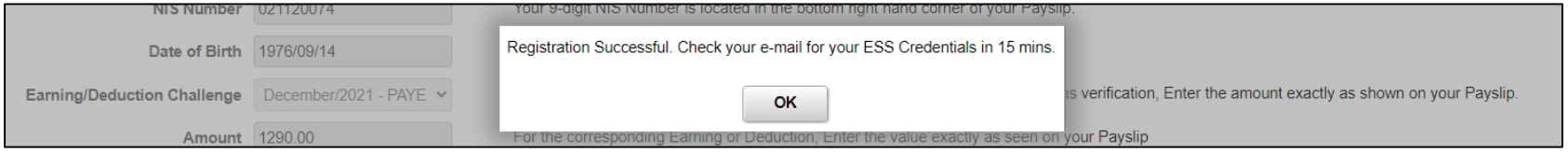
Registering for Employee Self Service (ESS) - continued

Step 6 – Complete the ESS Registration process

When you click the REGISTER button, a message will alert you that your ESS Registration was successful.

- Click the OK button on the "**Registration Successful. Check your e-mail for your ESS Credentials in 15 mins.**" popup message to close it

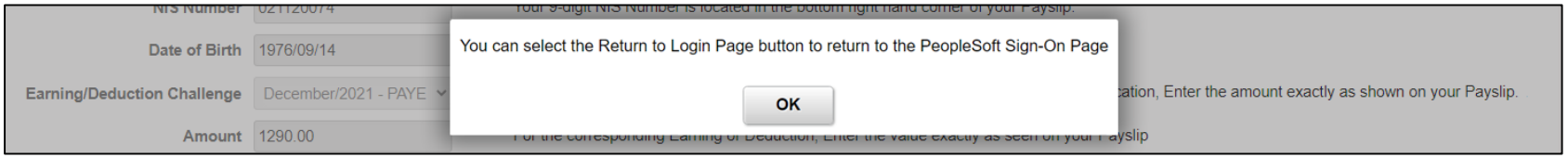
Desktop View & Mobile View



After clicking OK, another message appears advising you to return to the PeopleSoft Sign On page.

- Click the OK button on the "**You can select the Return to Login Page button to return to the PeopleSoft Sign On Page**" popup message to close it

Desktop View & Mobile View



- Click on the Return to Login Page button to return to the **Employee Self Service Sign-in** page.
- Go on to **Step 7**.

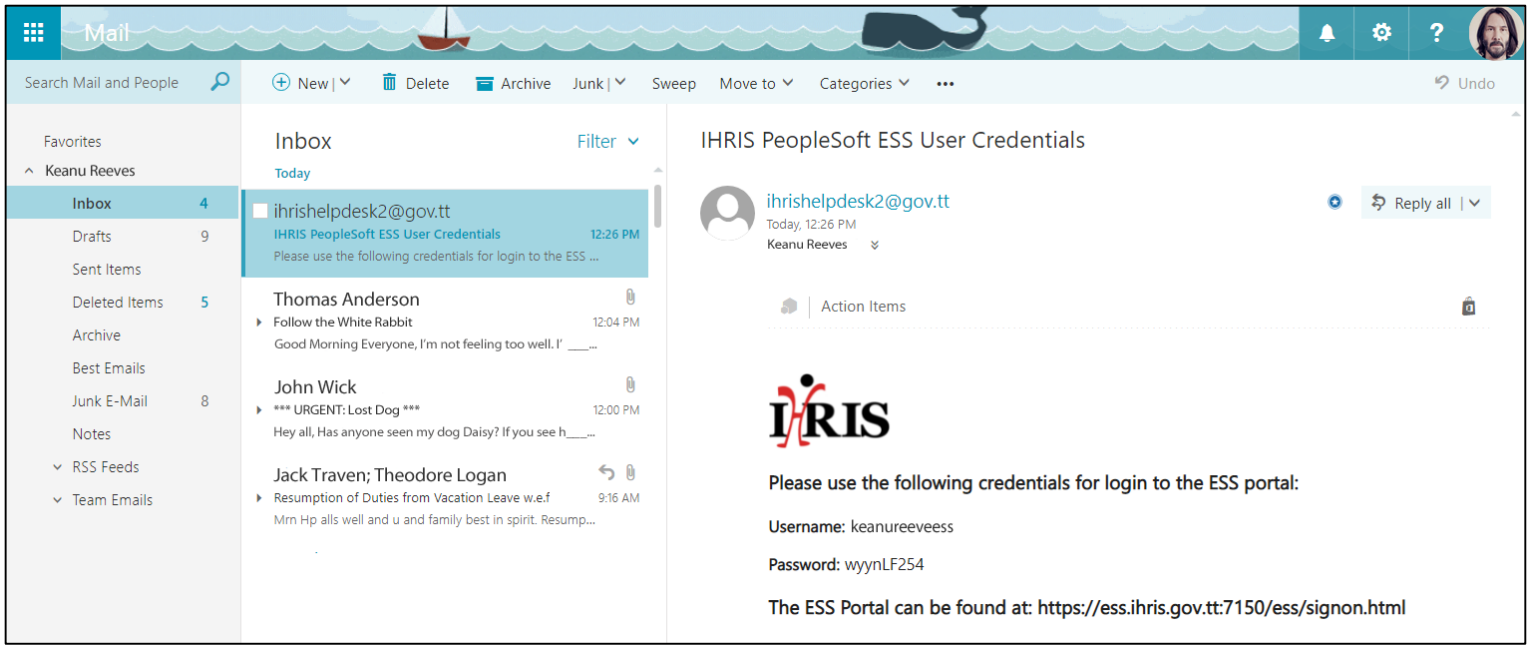
Registering for Employee Self Service (ESS) - continued

Step 7 – Retrieve your ESS Confirmation Email

After 15 - 30 minutes, check your email's inbox to see if the ESS Confirmation Email was sent.

- Open your email inbox in a separate tab in your web browser.
- Verify that you have received your ESS Confirmation Email.
- Take note of your **ESS User ID** and **Password**.

Desktop View & Mobile View



- Return to the **PeopleSoft Sign On** page either by **clicking the previous tab** in your browser, **scanning the QR Code** shown on Page 1-7 or **enter the ESS site** into the address bar (https://ess.ihris.gov.tt:7150/ess/signon.html).
- Go on to **Step 8**.

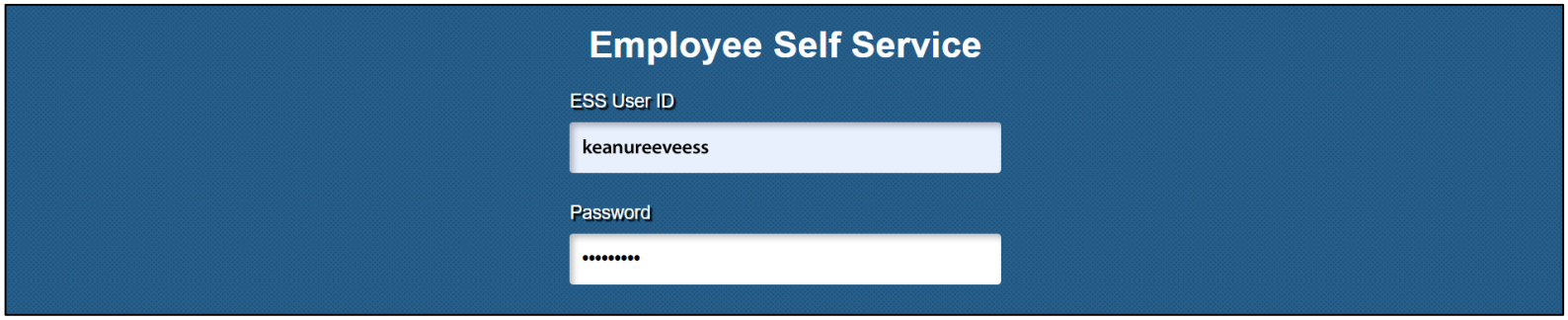
Registering for Employee Self Service (ESS) - continued

Step 8 – Logging in with your New ESS Credentials

On the **PeopleSoft Sign On** page:

- Enter the **ESS User ID** and **Password** that was sent in the ESS Confirmation e-mail.
- Click on the Sign In button to continue

Desktop View & Mobile View



Clicking on the Sign In button would give you entry into the ESS Portal and access to your ESS Profile.

Desktop View & Mobile View