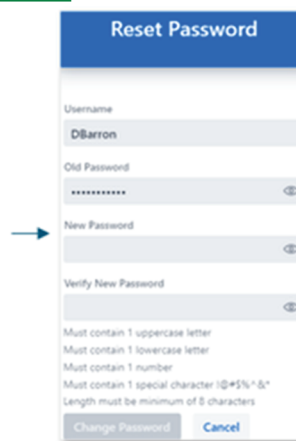
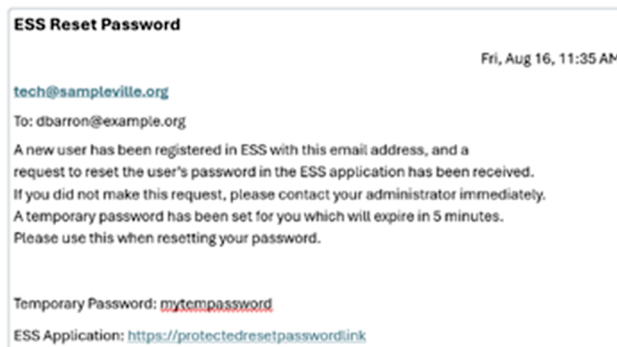
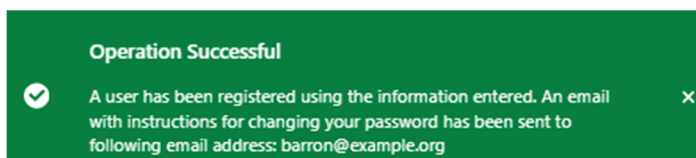


Employee Self Service (ESS) User Guide

New employees can self-register for their ESS user account by clicking on the 'Register User' link on the login page.

<https://connect-escneo-ess.ssd-t-ohio.org/>

- **Username:** Please enter your desired username. We recommend using your email address.
- **Employee Number:** Please enter your USPS Employee Number (EMPID). This information is on your payslip.
- **Email:** Please enter your email address. This email must match one of your email addresses in your USPS employee record (primary, secondary or other) email address.
- Click 'Create User' to proceed with creating an ESS user account. A pop-up notification will be displayed if successful. An email will be sent to the email address provided with instructions on how to change the temporary password to a permanent password. Copy the provided temporary password, click on the secure 'ESS Application' link, and paste the temporary password into 'Old Password'. Enter a New Password using the security requirements listed and re-enter the new password in 'Verify New Password' and click 'Change Password' to reset your temporary password to a permanent one.

A "Reset Password" form with a blue header. It contains fields for "Username" (filled with "Dbarron"), "Old Password" (filled with "*****"), "New Password", and "Verify New Password". Below the fields are password requirements: "Must contain 1 uppercase letter", "Must contain 1 lowercase letter", "Must contain 1 number", "Must contain 1 special character !@#\$%^&*~", and "Length must be minimum of 8 characters". At the bottom are "Change Password" and "Cancel" buttons. A blue arrow points from the email to the "New Password" field.