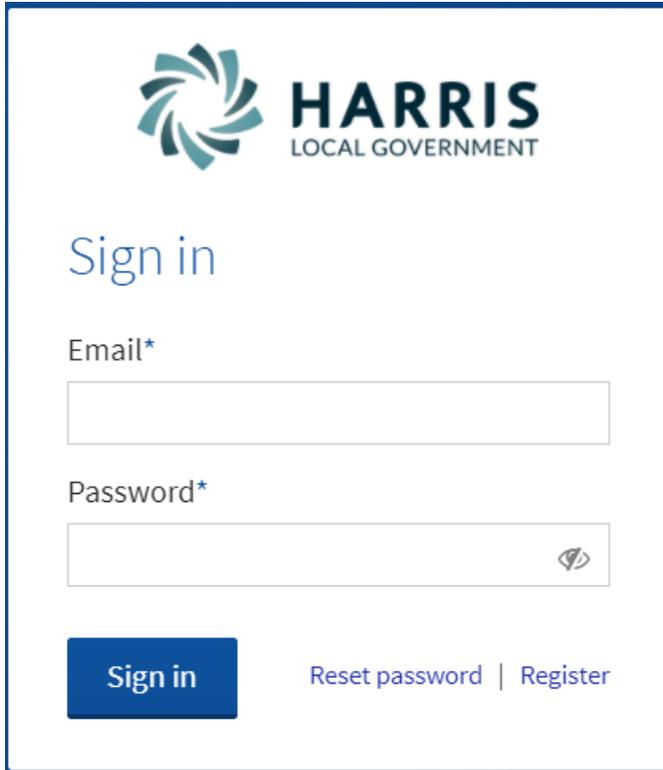


Step 1:

To Log into ESS, type the following into the address line of Internet Explorer.

<https://jeffersoncountyauditorin.selfservice.us/ess#>



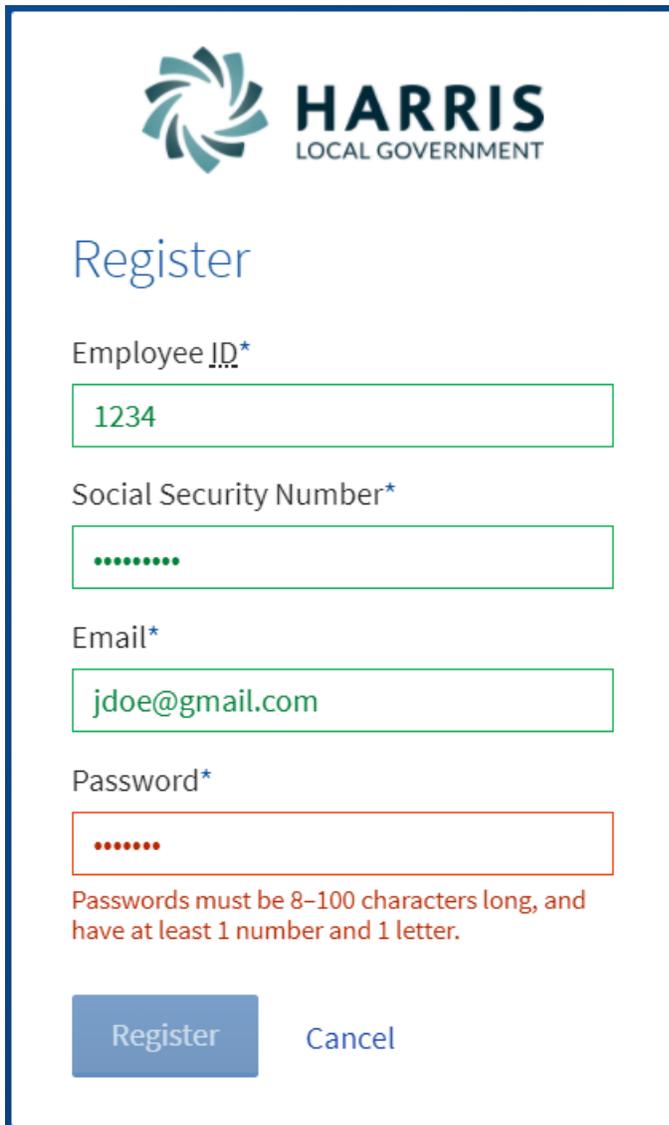
The screenshot shows the sign-in interface for Harris Local Government's ESS. At the top left is the Harris Local Government logo, which consists of a green circular icon with radiating lines and the text "HARRIS LOCAL GOVERNMENT" to its right. Below the logo, the text "Sign in" is displayed in a blue font. Underneath, there are two input fields: "Email*" and "Password*". The "Password*" field includes a small eye icon on the right side for toggling visibility. At the bottom left, there is a blue "Sign in" button. To the right of the button are two links: "Reset password" and "Register", separated by a vertical bar.

When signing in for the first time, select the word 'Register' in the lower right-hand corner and go to Step 2.

Otherwise, Sign in with your valid email and password used when registering with ESS.

Step 2:

Register with ESS



The screenshot shows a registration form for Harris Local Government. At the top left is the Harris Local Government logo, which consists of a stylized green sunburst icon followed by the text "HARRIS LOCAL GOVERNMENT". Below the logo, the word "Register" is displayed in a blue font. The form contains four input fields, each with a label and an asterisk indicating it is required: "Employee ID*", "Social Security Number*", "Email*", and "Password*". The "Employee ID" field contains the number "1234". The "Social Security Number" field contains seven green dots. The "Email" field contains "jdoe@gmail.com". The "Password" field contains five red dots. Below the password field, there is a red text instruction: "Passwords must be 8-100 characters long, and have at least 1 number and 1 letter." At the bottom of the form, there are two buttons: a blue "Register" button and a grey "Cancel" button.

To Register with ESS, you will need the following information:

Employee Number/Employee ID

Social Security Number

A valid email address

Password – Must be 8-100 characters long and have at least 1 number and 1 letter.

*After filling in all information on this screen, select the 'Register' button. A confirmation email will be sent to the email address used to Register.

Step 3

Registration Confirmation

You will need to confirm your registration by clicking on the link in the email sent to your email address.

Once you confirmed your Registration, you may log in using Step 1 above.