

# Logging into Employee Self Service (ESS)

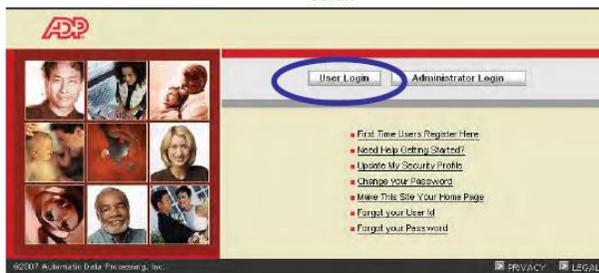
## Accessing the ESS Portal

Browser: Internet Explorer, Mozilla Firefox, or Apple Safari



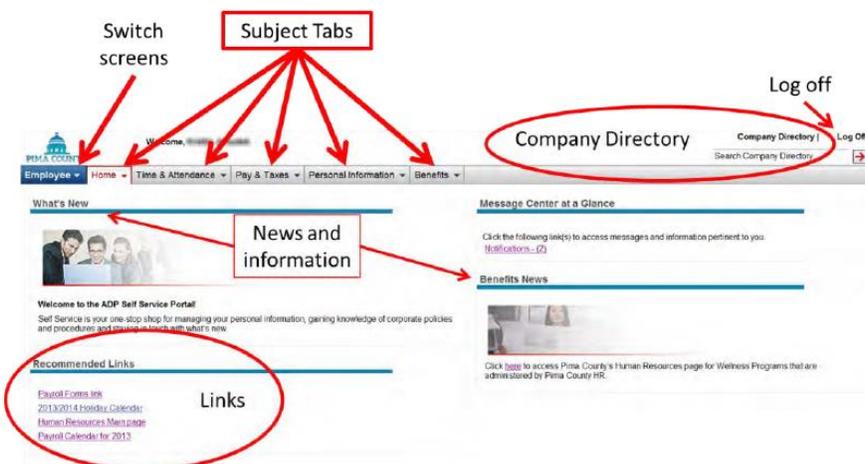
Once registered, follow detailed steps below for logging into ESS.

1. Go to <http://portal.adp.com>  
Click on the User Login link.



**NOTE:** WHILE IN ESS, DO NOT CLICK THE BACK BUTTON on your Internet Browser to return to a previous screen. Click the Tab that you are trying to access.

## Portal Welcome Screen

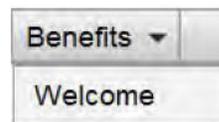


Click on the **Benefits** subject tab to access Outsourced Benefits Administration (OBA).

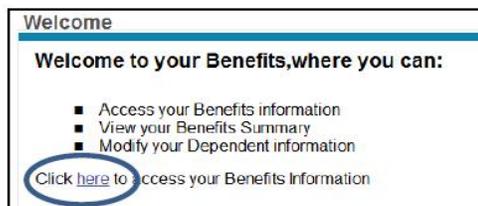
## BENEFITS TAB

View Benefit Information by selecting Benefits > Welcome to:

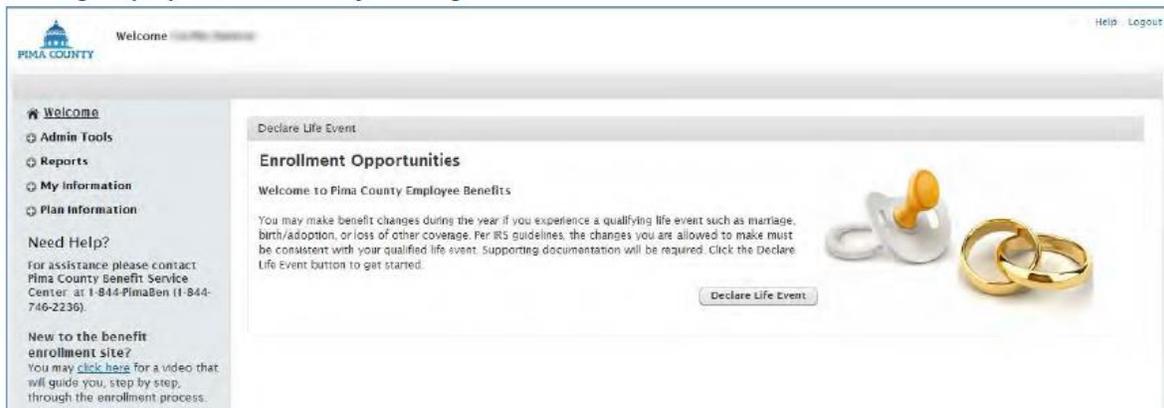
- Access Benefits information
- View a Benefits Summary
- Modify Dependent information



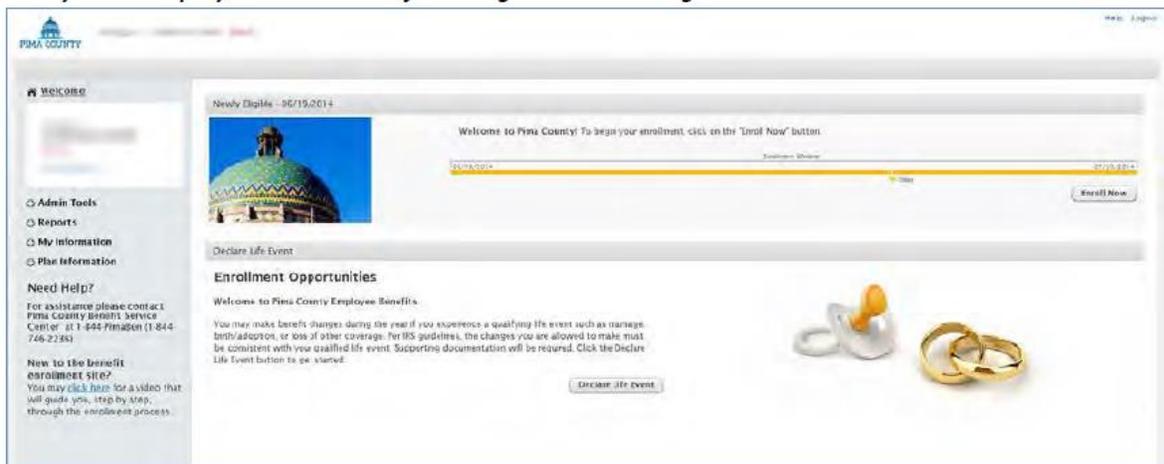
Click the link to access the Benefits system.



**Existing Employees will see the following screen.**



**Newly hired employees will see the following screen enabling them to enroll.**



## Need Help?

### Contact the ADP Employee Help Line

For questions and help with ESS that are not listed in this manual, call the Pima County ADP Employee Help Line at 520-724-4500. You will be presented with the following Call Menu options to transfer you to the correct team to assist you.

For questions relating to:

- eTIME, including time off requests and payroll related items: **PRESS 1**
- Employee Self Service (ESS) or Manager Self Service (MSS): **PRESS 2**
- Help with ADP passwords: **PRESS 2**
- Time clocks: **PRESS 3**
- Leave Administration (leaves other than sick or vacation): **PRESS 4**
- Employee Benefits: **PRESS 5** (You will be transferred to ADP's Benefits Hot Line. Available 7 am to 5 pm Pacific time.)
- Employee Wellness: **PRESS 6**
- Personnel Actions: **PRESS 7**
- ADP portal registration or email addresses used with ADP: **PRESS 8** (You will be transferred to Pima County Network Operations Center (NOC).)
- All other questions: **PRESS 0**