



*Gateway to the Blackstone Valley*  
**TOWN COLLECTOR/TREASURER**

MUNICIPAL OFFICE BUILDING • P.O. Box 166 • MILLBURY, MA 01527-0632

Tel. 508 / 865-9121 • Fax: 508 / 865-0853

Denise Marlborough Treasurer/Collector, CMMT/CMMC

E-mail: [dmarlborough@townofmillbury.net](mailto:dmarlborough@townofmillbury.net)

Subject: Important Notice about Town of Millbury Pay Stubs -- PLEASE READ

To All Town of Millbury Employees,

In an effort to move towards a more paperless environment, the Town of Millbury will be transitioning to a self-service model for paystubs. In this model, you will log on to an online portal (EmployeeForward) to access your weekly paystubs and ultimately your annual W-2 forms.

For those of you currently receiving your pay via direct deposit, that service will continue, but you will no longer receive a paper paystub and will need to log onto the portal if you wish to view or print your paystub. For those of you receiving live checks, you will continue to do so, but will also have access to self-service portal.

Please be on the lookout for an email from [no-reply@employeeforward.com](mailto:no-reply@employeeforward.com) to your work email account, with instructions on how to access the EmployeeForward portal. You will be provided with a link and required to establish a username and password, which you will use going forward to access your paystub information. In addition, you will use this portal for the following:

- Address changes
- Direct deposit changes

You will also be able to view your benefit deductions and tax withholding information via this portal.

This transition will occur with the March 6<sup>th</sup> pay date. For two pay periods only, we will continue to distribute paystubs, but afterwards we will shift entirely to the EmployeeForward portal.

If you do not have a Town/School email address you can use your personal email address by sending it to me by email.

Please contact Denise Marlborough at [dmarlborough@townofmillbury.net](mailto:dmarlborough@townofmillbury.net) or (508) 865-9121 if you have any questions with accessing EmployeeForward.

Respectfully,

Denise Marlborough, CMMT/CMMC  
Treasurer/Collector

# Employee Self Service Account Set Up and Login Instructions

1

## Email Notification

Open up your email and check for an email from **noreply@employeeforward.com** with a subject of "Create your ESS account". Per the email instructions, click on the link in the email – i.e. **http://.....** and a browser window will be opened for you. If the link does not work, cut and paste the link into your browser window address line. Check your Junk / Spam email folder if you do not see the initial email.

2

## Account Registration: Step 1 of 2

Enter the last three digits of your SSN and your 5 digit zip code:

Account Registration: Step 1 of 2

Enter the last 3 digits of your SSN \*

last 3 of SSN

Enter your zip code \*

zip code

Submit

4

## Account Registration: Step 2 of 2 cont.

After entering your login name, enter a password and confirm the password:

Enter a password \*

Password

(Min length 8, max length 20, no spaces allowed, must have at least 1 character from at least 3 of the 4 classes: Uppercase, lowercase, digit, special character)

Confirm password \*

Confirm password

3

## Account Registration: Step 2 of 2

Your browser window will be refreshed and you will now be prompted to enter a login name that you will use, a password and a security question. First enter a login name:

Enter a login name \*

Login name

(Min length 6, max length 16, alphanumeric only, no spaces)

5

## Account Registration: Step 2 of 2 cont.

After setting up your password, select a security question from the dropdown, supply an answer and click submit:

Select a security question \*

In what city were you born? ▼

Answer to security question \*

Answer

Submit

6

## Success – you are now logged in to ESS !

After clicking submit, you will be brought to your main ESS home screen. Subsequent logins look as follows:

Sign In

Forgot password?



Username

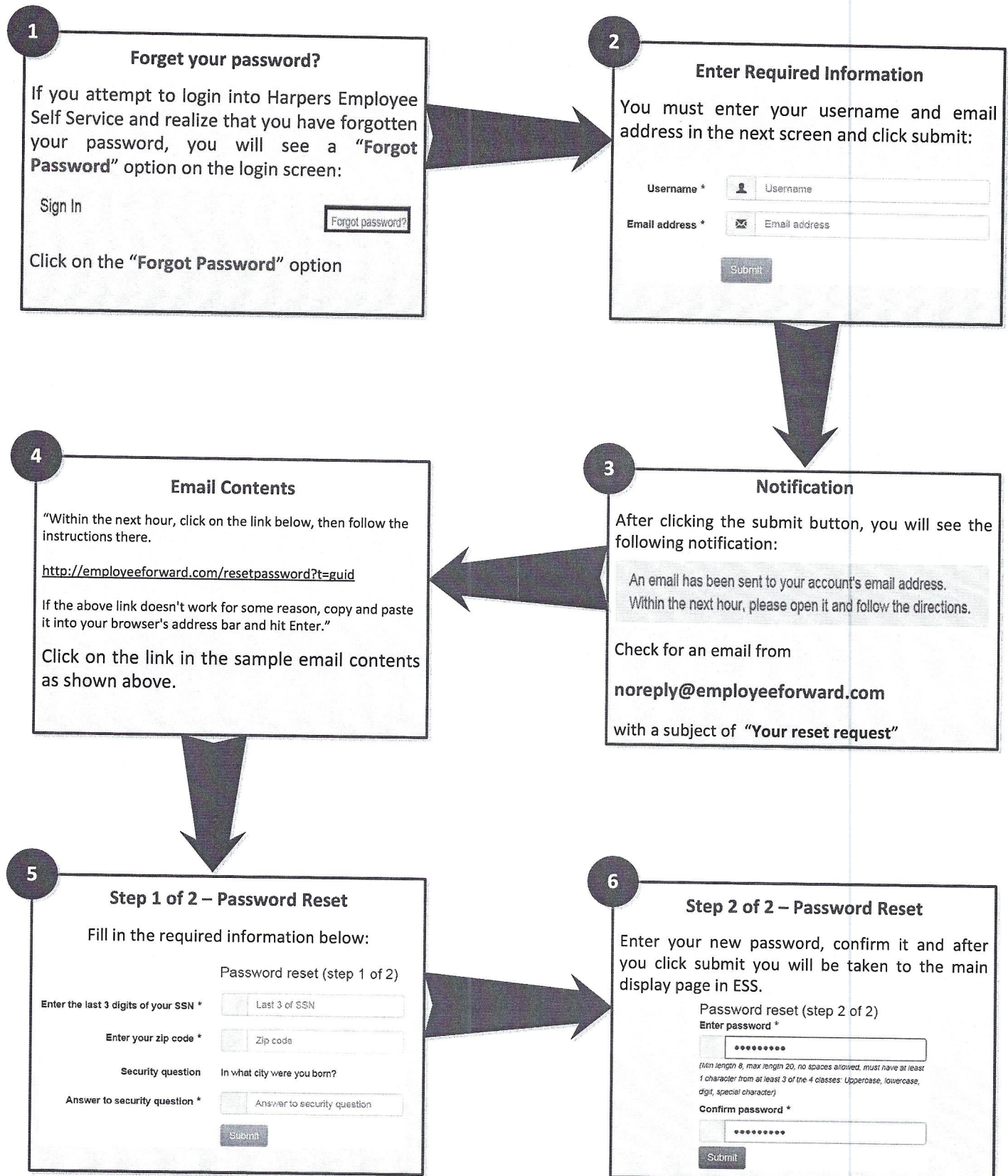


Password

Submit

**Special Notes:** It is extremely important that you take note of your user / login name, your password and also your security question and the answer to your security question. If at any time you forget your password, you can click on the "Forgot Password" prompt in Step 6 – but you will be required to know your user / login name, email address, the last 3 digits of your SSN, your zip code and your security question and answer for the password reset process. It is possible that any emails sent to you may end up in your Junk / Spam email folder so check in those folders if you are expecting emails from **noreply@employeeforward.com**. You can flag these emails as not being junk / spam if needed. If you forget your user / login name, you will need to contact your company's HR / Payroll department.

# Employee Self Service Account Password Reset Instructions



**Special Notes:** In Step 2, if the correct username and email address is not entered, you will not receive an email. Any invalid entries in any of the other prompts will result in a notification being displayed. For example – in Step 6, if the password does not match the correct format or the password does not match the confirmation, you will be displayed a notification that the password doesn't fit the password requirements or the two passwords you entered do not match. If you forget your user / login name, you will need to contact your company's HR / Payroll department to find out what it is.