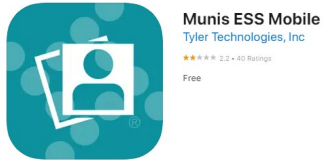


MUNIS ESS MOBILE APP INSTRUCTIONS

This app may be used to access your pay stubs, W2s, federal tax withholding information (W4) and a payroll simulator

1. Download the mobile app from the Apple, Google, or Windows App Store
2. Launch the mobile app on your phone or tablet

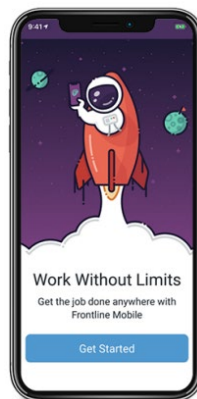
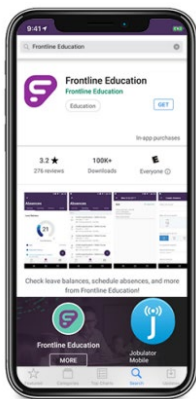


3. Enter the *service location* for the app
 - Type the ESS URL or scan the QR code from within the ESS website – (login to the ESS website required)
<https://pendletonkyschools.munisselfservice.com>
4. Login to the app with your username (Employee ID#) and password (same credentials as used on the website)

FRONTLINE MOBILE APP INSTRUCTIONS

This app may be used to access your accrual (leave) history and create an absence

1. Download the mobile app from the Apple, Google, or Windows App Store
2. Launch the mobile app on your phone or tablet then click “Get Started”



3. The **Sign In** page should appear. Enter your Frontline ID and Password (same as your Frontline/AESOP website login credentials)