

Employee Self Service (ESS)
Step-by-Step Login Instructions

1. You can access the ESS system from any computer, smart-phone, or tablet via the following link:

<https://ess.town.barnstable.ma.us/ESS/>

2. When you log into the ESS system for the first time, your user name is your First Initial, Last Name, last 4 of the your social security number, all upper case. This is all together with no spaces.

- example: JDOE2345

3. The initial password defaults to the last 4 of your Social Security number. The ESS system will prompt and force you to type in a new password. The new password will require 15 characters, alpha/numeric, upper/lower, and a special character.

- example: NewPassword2345!

4. Once you have successfully logged into the ESS system, you can view past and current pay stubs, process any changes or update any of your personal information as desired.

If you continue to have difficulty or need assistance with logging into the ESS system, or accessing Direct Deposit advices please email the Payroll Mailbox at: Payroll.Mailbox@town.barnstable.ma.us

****Please note***, if you have chosen to receive your Direct Deposit advice sent to an email address, in order to view the PDF advice you must enter the last 4

digits of your Social Security number regardless of what you change your password to in ESS.

5. If you're still having difficulty logging into the ESS system, you may need to clear your browser cache.

Follow these steps to clear your browser cache:

- In Chrome click on the three dots on the top right
- Settings
- Search for cache
- Clear everything