SOUTHINGTON PUBLIC SCHOOLS

Southington, Connecticut

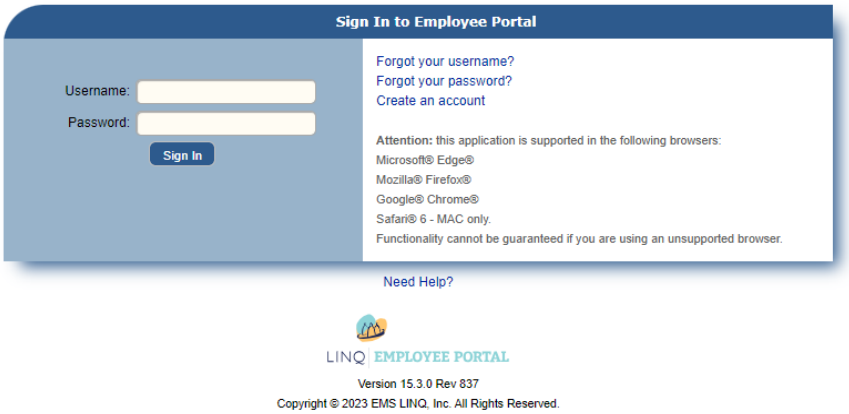
December 2023

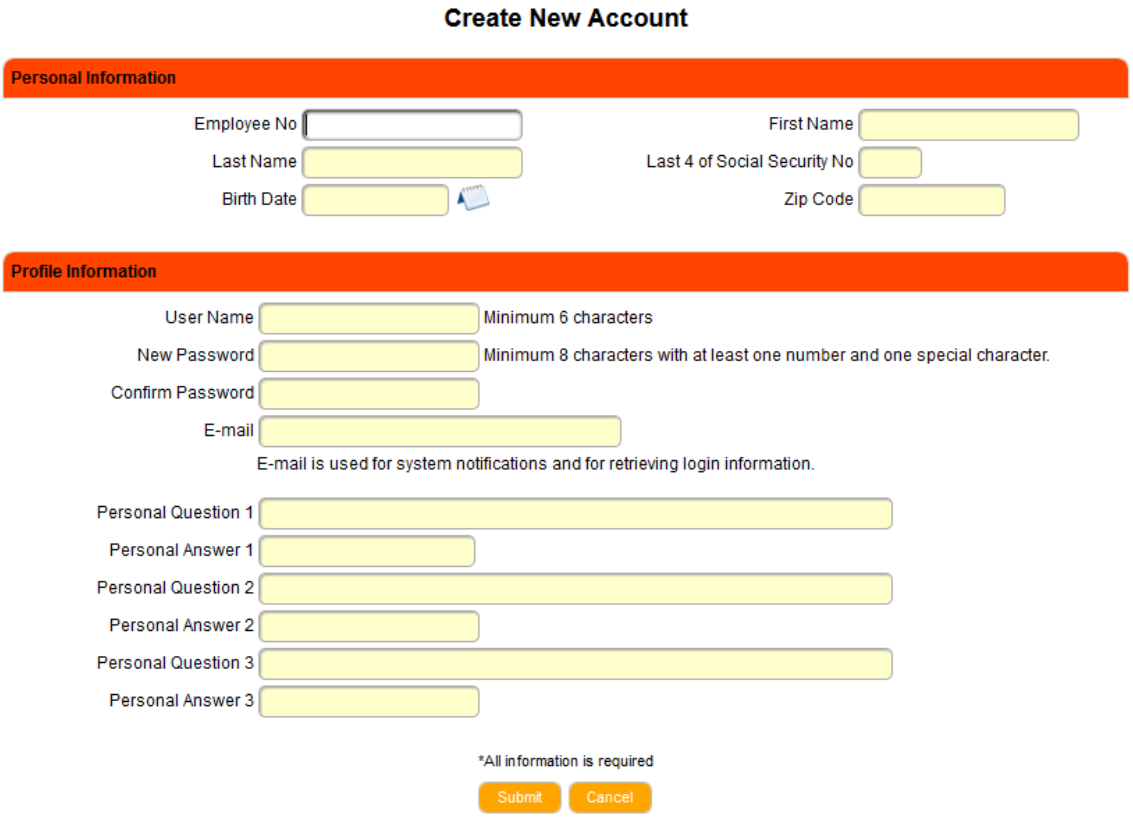
NEW EMPLOYEES

The Southington Public Schools Employee Service Portal has recently been upgraded. We will not provide hard copies of checks since all funds are sent via Direct Deposit. Please use the instructions below to view your future paychecks.

Use the following URL to access the Employee Service Portal (ESP):
https://southington.erplinq.com/ESP/

From the main login screen, click on the create account link.





ALL fields must be completed.

Personal Information:

1. Enter your **Six Digit Employee No** which can be found on your Pay Check/Advice.
2. Enter the First and Last Name as they appear on your Pay Check/Advice.
3. Enter the remaining information.

Profile Information:

1. Enter the user name as described with minimum six (6) characters.
2. Enter your Password. Must contain eight (8) characters, with at least one number and one special character from the following: !@#$%^&*
3. Enter your email address where you would receive emails from the ESP system.
4. Create three (3) personal questions and answers. These fields are free form and you create your own questions and answers.

Click the **submit** button. A verification email should be sent to the email entered above. Follow the link in the email to activate your ESP account.