

MUNIS SELF SERVICE PORTAL INSTRUCTIONS

In your web browser visit: <https://selfservice.westfordma.gov/ess/>

In the top right click Log In

1. Enter username and password
 - a. Username is (first initial, last name, last 4 of social)
 - Example: Jon Doe would be JDoe1234
 - NOTE: if you have a special character in your name it may be used in your login name.
 - b. Password upon initial set up is the last 4 of your social. You will be prompted to change this once signed in.
2. Click Employee Self Service on left
 - a. Personal Information is displayed
 - b. To make changes click [More](#) (above personal information on right)
 - c. Once Personal Information page opens click [Edit](#) below information
 - d. Add/update/change email address and click save
 - e. Review information again
3. Click Pay/Tax Information on the Left
 - a. Click W-2
 - b. Right click on the page to save or print.
4. To log off
 - a. Click your name in top right
 - b. Click log out