

Employee Self Service

ESS Highlights:

- ✓ Access Pay Stubs
- ✓ Update Personal Details
- ✓ Update Direct Deposit Information
- ✓ View Benefits Details
- ✓ View Shared Documents or Events

We are happy to announce our new Employee Self Service (ESS) portal. The ESS portal will be your new means to access your pay stubs moving forward.

Employees may access their new ESS account through a web browser on a computer or smart phone at the following link:

<https://epy-ep.prismhr.com/#/auth/login>

To Register:

1. Access the portal at
<https://epy-ep.prismhr.com/#/auth/login>
2. Select **Register**
3. Key in your **Last Name** and **Social Security Number**
4. Create your **User Name** and **Password**



Your *username* is very important.
Note and save it carefully.

5. Select **Register**



Accessing ESS on your Devices

iPhone/iOS Device Access

If you intend to use the Safari browser on an iOS device, verify that cookies are unblocked. Once cookies are unblocked, access ESS by entering the following link (exactly as shown) into your Safari browser: <https://epy-ep.prismhr.com/#/auth/login>

All Other Mobile Device Access

Access ESS by entering the following link (exactly as shown) into your mobile browser: <https://epy-ep.prismhr.com/#/auth/login>

Desktop Access

Access ESS by entering the following link (exactly as shown) into your internet browser: <https://epy-ep.prismhr.com/#/auth/login>

Note: ESS is accessed through your browser and is not found on the App Store or Google Play Store.

If you need assistance logging in to ESS, contact the 24/7 EPAY Customer Care team at 877-800-3729-option 2, or email at customer care@epay systems.com

For a quick password reset, click **Forgot Your Password?** on the home page.

