



You need the following information to complete self-registration:

- **Identification:** Date of Birth, last 4 digits of SSN, Zip Code  
**NOTE:** If you have multiple employee ID numbers, such as a rehired retiree, you **must** register an account **for each employee ID number**.
- **User ID:** Minimum 6 characters, maximum 30 characters
- **Password:** 8 characters, at least 2 digits, no special characters

## Logging into Employee Self Service

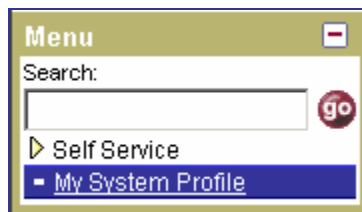
Use the **User ID** and **Password** you created when you registered. You have four grace tries to log into Employee Self Service. After five tries, you will be locked out of the system and your security administrator will have to reset your access to the system.

- **NOTE:** Your Password will automatically expire after 180 days. You must then reset your Password to a new one that has not been previously used.

Forgotten your User ID or Password? You can reset them using the [Forgot My Username or Password](#) link.

## My System Profile

Your System Profile is where you can set up your personal preferences, such as passwords, email, and language. Any Employee Self Service email confirmations will be sent to the [Primary](#) Email Address you set up here.







Use the [My System Profile](#) link to review and change your general profile information.

## Personal Information

- Name changes
- Home, mailing and e-mail address changes
- Marital status changes
- Emergency contacts
- Phone numbers

To review or make changes to your personal information, click on the [Personal Information Home](#) link, and then choose the type of information to review or change.

### Personal Information Home

-  **Personal Information Summary**  
Review and edit your name, address, phone numbers, email, and emergency contact information on one page.  
[Personal Information Summary](#)  
[Marital Status Change](#)  
[Name Change](#)
-  **Emergency Contacts**  
Review and edit your emergency contacts.  
[Emergency Contacts](#)
-  **Contact Information**  
Review and edit your home, mailing, and email addresses.  
[Home/Mailing Addresses](#)
-  **Phone Numbers**  
Review and edit your home, business, mobile or other phone numbers.  
[Phone Numbers](#)

## Changing Your Name

After you submit your name change in Employee Self Service, you also need to provide a copy of your new Social Security card with your new name to your Human Resources office before the change can be approved.

## Changing Your Marital Status




After you submit your marital status change in Employee Self Service, you also need to provide a copy of the supporting marriage certificate, divorce decree, or death certificate to your Human Resources office within 31 days of the effective date of the change.

## Benefits Information

- Benefits summary
- Health care summary
- Insurance summary
- Add/Review dependents

To review your benefits information, click on the [Benefits Home](#) link, and then choose the type of information to review.

### Benefits Home

-  **Benefits Information**  
Review your current and historical benefits information, including Health, Life Insurance, and Flexible Spending Accounts.  
[Benefits Summary](#)
-  **Flexible Spending Accounts**  
Review dependent care and health care spending account plan information.  
[Flexible Spending Accounts](#)
-  **Dependent Information**  
Review personal information and benefits coverage for your dependents.  
[Dependent Personal Information](#)  
[Dependent Coverage Summary](#)

## Reviewing Your Benefits Summary

The Benefits Summary page provides a listing of your benefits as of today's date.

Click on the individual links, ([Medical](#), etc.) to display a separate page containing more detailed information for each enrolled Benefit.

## Reviewing Your Flexible Spending Accounts

The Flexible Spending Account page shows information for the current calendar year. Your annual pledge amount(s) and the year-to-date amount(s) contributed are shown here.

## Reviewing Your Dependent Information

The Dependent Coverage Summary page provides a list of your current dependents, their benefit coverage, and their contact information as of today's date.