



Employee Self Service

Logging in via JetPay Unified



Document Purpose

This document provides instructions on how to access Employee Self Service via JetPay Unified. This login process will replace the existing process to access Employee Self Service effective May, 4th 2017.

Accessing your Employee Self Service Account

Accessing your account for the first time via JetPay Unified is a simple 4 step process.

1. Go to the JetPay unified Login Page.
2. Login in using your existing Employee Self Service username and password.
3. Update your profile and security questions.
4. Verify your email address.

What should I do if I have questions or can't login?

Your ESS username and password were not changed as part of the migration to JetPay Unified. If you tried logging in with your ESS username and password, and are still experiencing difficulty logging in, please contact your Payroll/HR department for assistance.

Step 1: JetPay Unified login page

Navigate to the Employee Self Service login page, and you will be directed to the new JetPay Unified login page. The new login page can also be found at <https://myhcm.jetpayhcm.com>.

Log in

Username

Password

Log in

[What happened to my JetPay WebPay client code?](#)

[Forgot your username?](#) [Forgot your password?](#)

Don't have an account? [Register for an account](#)

Step 2: Provide your username and password

Your username and password have not been changed as part of the migration to JetPay Unified. On the JetPay Unified login page, type in your Employee Self Service username and password, then click the “Log in” Button.

Log in

YOUR_USERNAME

.....

Log in

[What happened to my JetPay WebPay client code?](#)

[Forgot your username?](#) [Forgot your password?](#)

Don't have an account? [Register for an account](#)

Step 3: Update your user profile.

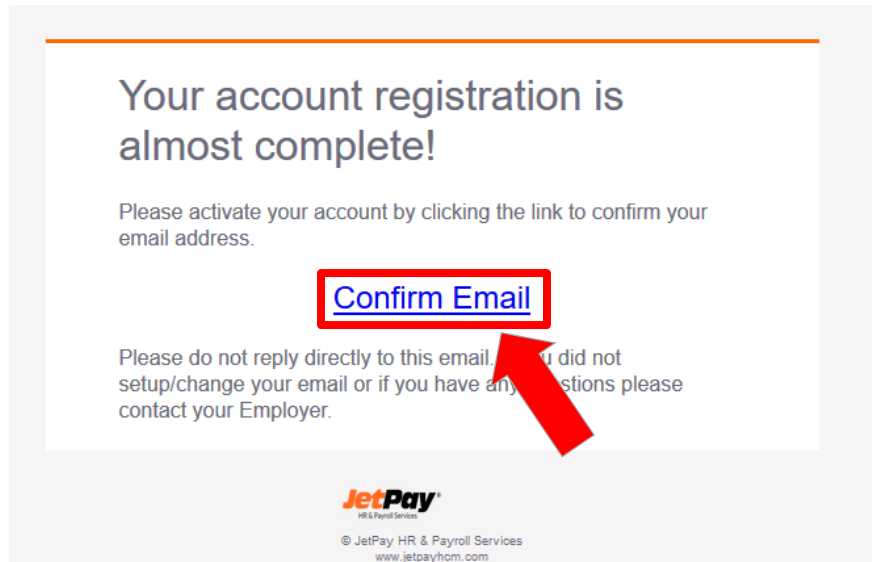
We've made your account more secure by requiring a total of 3 security questions and answers. You'll need to fill out security questions 2 and 3 as well as any other required fields on this page. Once completed, click the "Submit" button.

Please note: You'll need to provide your password on this page and will be prompted to update your password if it does not meet the following requirements:

- Password requirements: your JetPay Unified password must:
 - Be between 8 and 20 characters in length
 - Contain at least one lower case letter
 - Contain at least one upper case letter
 - Contain at least one number
 - Contain at least one of the following characters: ! ~ @ # \$ % ^ & * () + = { } [] ; : \ | < > / ?

Step 4: Verify your email address

You'll next need to verify your email address. After clicking the submit button (step 3) a verification email will be sent to the Primary Email Address noted in your Profile. The email will contain a link to confirm your email. The verification link will be valid for 4 hours.



After clicking the link, a new browser tab will open, confirming that your account is ready for use. Close this browser tab or window, and navigate to the login page (<https://myhcm.jetpayhcm.com/>)

