# CHECKWRITERS

ESS ENROLLMENT GUIDE

Navigate to **HR Admin > Security Control Center > Employee Enrollment .** Check the *Gen* or *ReGen (if you are resetting an employee)* box next to the employee's name**.** Click **Generate ESS Password.**



This will bring the employee's name down to the second section, labeled *Send Employee Login Information* Here, you will want to check off either the **Email** or **Print** box. Notice the message under *How Notified* indicates that it was ReGenerated (if you are sending a new password to an employee who has already registered).

Once you process the email or print option, it will change to reflect that status Click *Save.* This will either email the registration code (if the employee hasn't registered an account) or password (if you are resetting a registered employee's password) if email was checked off, or it will provide a link at the very top of the list of employees to download a .PDF containing the registration code/password for you to print if you checked the print box.

The employee will then receive the registration code/password and login with their Social Security Number (with the dashes) for the first time. They can then set up their username. It is advised to have the employee copy and paste the password on a computer for the first time.



*Printed Password instead of Emailed – use the 'Download' link to retrieve the password.*