Welcome to **Employee Self-Service (ESS)**, the platform you will use to access your paystub, view insurance benefit coverage, annually enroll/change benefits during open enrollment, and update your demographic information.

Employee Number: The employee number is your unique employee identifier, starting with "ss", provided to you at time of hire. This critical number displays on your paystub, and is required to log into ESS. If you do not recall this number, please contact your Parish/School/Agency Benefit Administrators or Human Resources for assistance.   Your Employee Number is also referred to as "username" or "domain username" in other Archdiocesan platforms and throughout the ESS log in and password reset process.

Important Tips for Accessing ESS:
- Use **ONLY Firefox** or **Chrome** from your **laptop** or **desktop** (no tablet, phone or Chromebook).
- If you see a pop-up blocker/message at any point; Allow pop-ups/Allow all content.
- Have your Employee Number readily available.

If you are a new employee or first time ESS user; or a returning user and forgot your password, you need to **"Reset"** your password, by following the steps below:

Reset a Password
1. Go to www.archstl.org/hrbenefits.
2. Click on the Employee Self-Service (ESS) icon.
3. Click on "Password Assistance".
4. Find the image of a key, and click on "Reset Password". This will take you to a new window, "Forgot your password". Here you will enter your **Employee Number,** (ss+Number), in the "Enter Username" field, then Click "Continue". (Note: ADCTS is the default domain, do not change it)
5. Enter the answers to the two security questions, then Click "Continue".
6. Enter a New Password; Enter Confirm New Password; and then Click "Reset Password".

Once your password is successfully created, click "Click here to access Archdiocese Benefits and Payroll Self-Service" hyperlink and you may log in to Employee Self Service (ESS), using your Employee Number and password.

ESS Login and Navigation
1. Go to www.archstl.org/hrbenefits.
2. Click on the Employee Self-Service (ESS) icon.
3. Click on "Login to Employee Self Service".
4. Enter your Employee Number and newly reset password, and Click "Login".
5. Click on the "gray globe" at the top left of the page. The globe will turn blue once you have successfully logged into the ESS portal.
6. Under "Bookmarks" you will see drop-down menu options for "Employee Self Service" and "PayChecks". Hover your mouse over the option you would like to select.
7. Click **"Benefits"** to:
    - View **"Current Benefit"** selections at any time after your enrollments have been received and processed;
    - Enroll, change or waive benefit elections during the annual **Open Enrollment** process; and print/save/view a summary of your Open Enrollment elections;
    - View benefit plan descriptions; and
    - Update your home address, phone number and dependent information.
8. Click **"Employment"** to: Update your email address.
9. Click **"PayChecks"** to:
    - Access/print your paycheck information. A welcome screen will open, titled "Archdiocese of St. Louis Document Self-Service for Paychecks".
    - View/print paychecks under the "View My Documents" menu, click on "My PayChecks".
      Please Note: You may need to turn off pop-up blockers in order to proceed through this step.
    - Open individual paychecks by clicking on the magnifying glass to the right of each pay date.
    Note: You may notice your specific work location address will appear in the top left of the printed paycheck statement. If you work at multiple locations, this will only show your "home" location.

- If you would like to receive an email notification each pay date; under the "My Delivery Settings" menu, click on "Paychecks". Enter your primary email address and then click "Submit".

Sign Out
- To end your ESS session, click your Employee Number located at the top right hand corner of the screen and select "Sign Out".

For assistance with Employee Self-Service (ESS), (password resets, system navigation, etc.), please contact Human Resources, via email, at humanresources@archstl.org.