

# EMPLOYEE SELF SERVICE PORTAL



Access your personal information online 24/7!

**Step 1:** Navigate to [www.myHRprofessionals.com/ESS](http://www.myHRprofessionals.com/ESS)

**Step 2:** For a New User, click "Register"

*Note: If you work for two or more companies whose payroll is processed by My HR Pros, you must have an account for each employer. Please contact My HR Pros for assistance in setting up your access.*

**Step 3:** Complete the "User Registration" page with your information

#### Your Password Must:

- Be at least 8 characters long
- Contain at least 1 uppercase letter
- Contain at least 1 lowercase letter

If you have any questions or concerns regarding the Employee Self Service Portal, please contact My HR Pros at (800) 940-8706 or by email [support@myhrpros.com](mailto:support@myhrpros.com).

Now available in:



Search for "My HR Pros" in your app store & have the Employee Self Service Portal at your fingertips 24/7!