

Use this link to sign up for Employee Self Service:

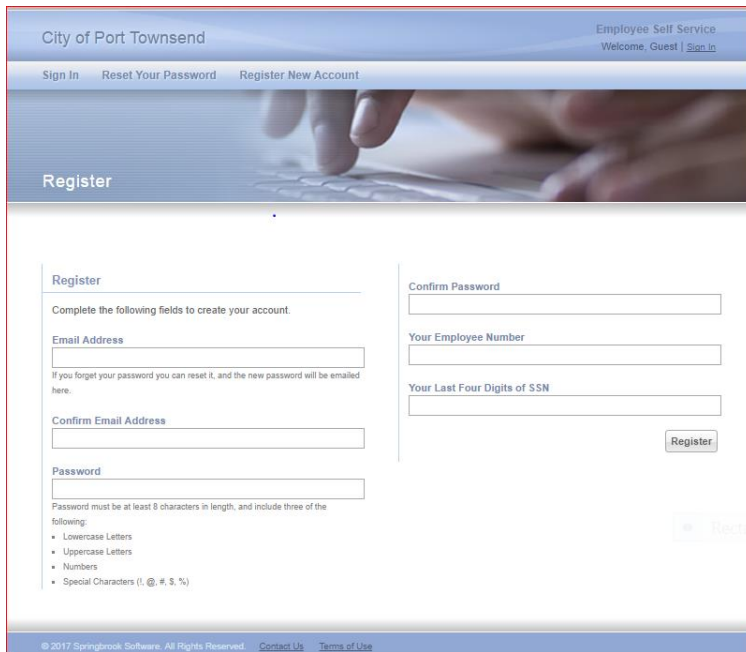
<https://porttownsend.accessgovernment.net/EmployeeSelfService/Account/Register/>

You can use any email address you prefer. Please create a password according to the requirements

listed on the website. You'll also need to have your employee number and last four digits of your social security number.

Once you log in you will be on the home page of the web portal.

Bookmark the home page so you have access next time.



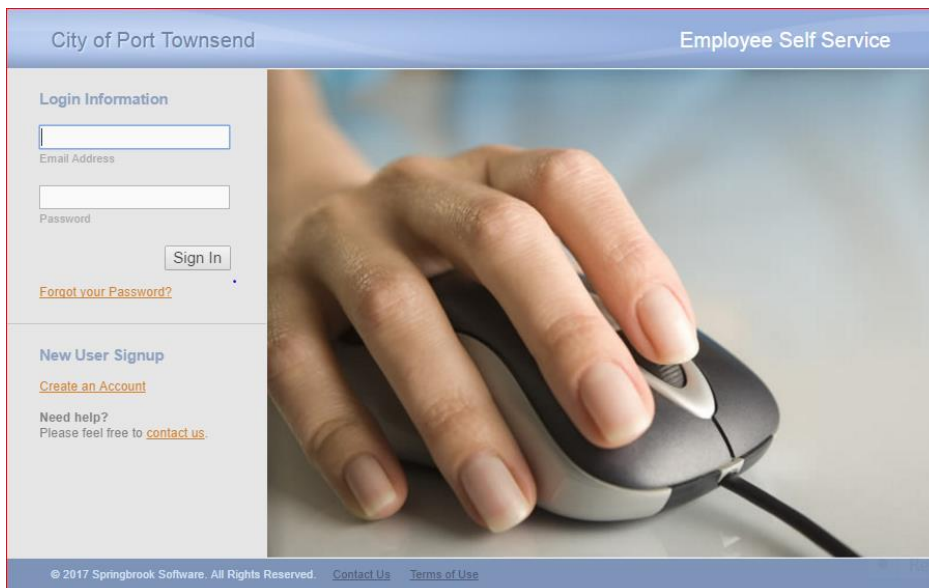
The screenshot shows the registration page for the City of Port Townsend Employee Self Service. The page has a blue header with the city name and 'Employee Self Service' on the right. Below the header is a navigation bar with links for 'Sign In', 'Reset Your Password', and 'Register New Account'. The main content area is titled 'Register' and contains a form with the following fields: 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'Your Employee Number', and 'Your Last Four Digits of SSN'. There is a 'Register' button at the bottom right of the form. A password requirement note states: 'Password must be at least 8 characters in length, and include three of the following: Lowercase Letters, Uppercase Letters, Numbers, Special Characters (!, @, #, \$, %)'.

Your “Employee Number” is found on your pay statement/check stub in the “Employee” field located right above “Department” – please note that this is not a number but rather letters from your last name and first name.

Next time you want to log in go to the bookmarked homepage:

<https://porttownsend.accessgovernment.net/EmployeeSelfService/Account/SignIn>

Sign in with your email address and password



The screenshot shows the login page for the City of Port Townsend Employee Self Service. The page has a blue header with the city name and 'Employee Self Service' on the right. Below the header is a navigation bar with links for 'Sign In', 'Reset Your Password', and 'Register New Account'. The main content area is titled 'Login Information' and contains a form with the following fields: 'Email Address' and 'Password'. There is a 'Sign In' button at the bottom right of the form. Below the login form is a link for 'Forgot your Password?'. There is also a section for 'New User Signup' with a link for 'Create an Account' and a note: 'Need help? Please feel free to contact us.' The footer contains the copyright information: '© 2017 Springbrook Software. All Rights Reserved. Contact Us Terms of Use'.

