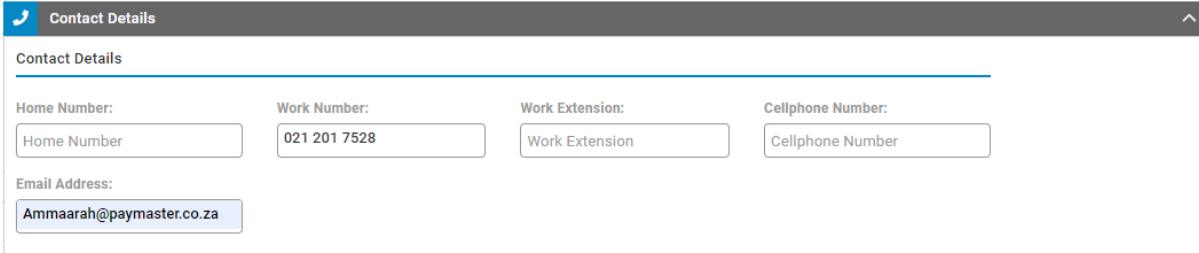


# Setting up an employee on ESS

1. On the employee's basic information screen please make sure that the employee has an email address saved under the contact details section.

Navigate: Employee > Basic Information > Basic profile > Contact details.



Contact Details

Contact Details

Home Number:  Work Number:  Work Extension:  Cellphone Number:

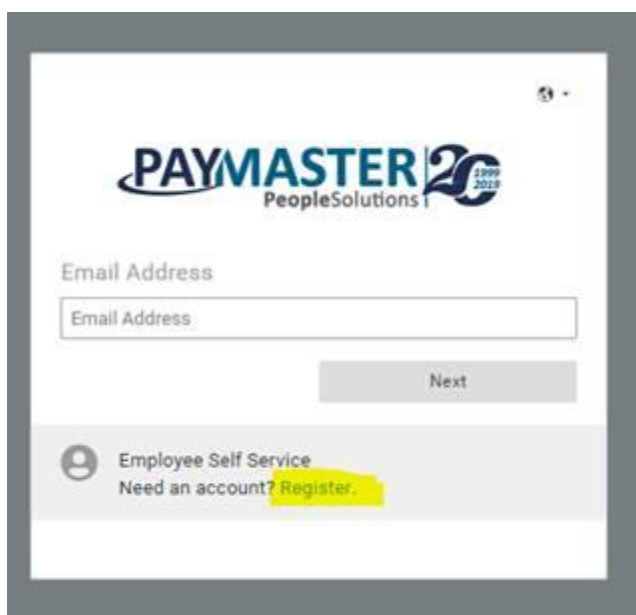
Email Address:

2. Once the employee email address is on the screen, please ask the employee to register their ESS profile by following the instructions below.

## Register for ESS (Employee Self-Service):

Please visit our site : <https://www.paymaster.co.za/>

The image below is what you need to see on your end when visiting our site .




[← Back to Login](#)

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### Employee Self Service Registration

Please enter the same email address that has been captured on your employee profile. If you are unsure as to which email was entered for you, please contact your HR department. Once you have entered your email address and clicked register, an email with further instructions will be sent to your inbox.

I'm not a robot  reCAPTCHA  
Privacy - Terms

Email Address

Email Address

Register


Select the tick box: I'm not a robot and complete the exercise.

#### The ESS Registration Screen

[← Back to Login](#)

### Employee Self Service Registration

Please enter the same email address that has been captured on your employee profile. If you are unsure as to which email was entered for you, please contact your HR department. Once you have entered your email address and clicked register, an email with further instructions will be sent to your inbox.

I'm not a robot  reCAPTCHA  
Privacy - Terms

Email Address

tomcass@mailinator.com

Register

With the reCaptcha exercise successfully completed, the employee can capture their e-mail address and click on Register. An e-mail notification will be sent to the employee to complete the registration process.

You will receive an email from paymaster to set up your profile password. Once you have created your password your profile will automatically become active.

#### The ESS Registration Screen

Employee Self Service Registration

New Password

Confirm Password

Register

The employee will be directed to the login screen, where a new password can be set-up. Click on Register.

#### Confirmation of Registration Screen

Employee Self Service Registration

You have been registered successfully. Please click on the login button and enter your credentials.

Close

The employee has been successfully registered and can now proceed to log onto ESS via the login page.

Go back to the login option on Paymaster site and put in your email address and password to get access your employee profile.

Congratulation you have successfully registered your ESS profile!!! :)