ESS STEP BY STEP FOR IPHONE

1. In the App store search Munis ESS Mobile



1. Tap GET to download



GET

1. Once it is downloaded tap open you will be prompted to scan a QR code



1. Enter your username which will be your employee ID



123456

1. Obtain your user ID and password by signing into your kronos.



1. Enter your username and password (If you have never signed into kronos through the computer get with your supervisor so they may get you access)



1. To the right of the screen click on My Reports



1. **Click on View Reports**



1. **Your user ID is your employee number usually six digits you will find this to the right of your name**



123456

1. Enter your password (if this is the first time ever signing in your password will be the last for digits of you ssn)



123456

1. In the Pay/Tax screen you will be able to navigate through your Personal Information, Pay/tax information (this will give you the opportunity to locate check stubs, W-2 information and W-4 information.)



1. You may also look into your benefits for example your medical, dental, and vision deductions.

