Objective

This document will provide step-by-step directions on how to activate your personalized City of Santa Fe Employee Self Service (ESS) Account.

Procedure

1. To begin, please visit https://santafenm.munisselfservice.com/default.aspx

2. Select the Log In icon as indicated below:

3. At the login screen, enter your Munis Employee ID for your user name and the initial password is the last four digits of your SSN.
   Please note: If your legacy Employee ID begins with “100,” remove a “0.” For example, if your Employee ID is 1003361, in Munis, it is now 103361. If your Employee ID begins with anything other than “100,” it remains the same.
4. The system will then prompt you to change your password. Please note: Your password must contain letters and numbers and must be 6 or more characters total. If your password is “acceptable” in strength, the system will return a green text label as indicated below.

5. Once you’ve successfully changed your password, the system will return the following message:
6. You may now click the “home” icon to access Employee Self Service.

7. Select the Employee Self Service option to access your personalized City of Santa Fe Employee Self Service portal.

If you need assistance with accessing your account, please email HCMHelp@santafenm.gov.