

## Logging into Employee Self Service

**Purpose** Use this procedure to log into Employee Self Service for the first time.

If you have used ESS previously and forgotten your password, use the procedure “Resetting your Password.”

### Helpful Hints



Employee Self Service is available to employees who are paid through the State of Washington’s central payroll system. ESS does not apply to employees of higher education institutions.

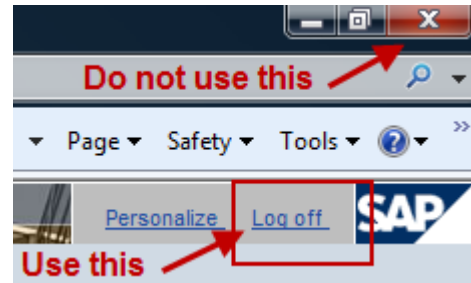


You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.



#### Logging out correctly is important.

When you are done working in ESS, exit the program by clicking on the “**Log off**” link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the “**Close X**” in the upper right-hand corner of the screen. This does not close your session down securely.



If you are using a web browser other than **Microsoft Internet Explorer**, you may see a popup box appear after you click on the “**Log off**” link. This is just asking for confirmation that you really want to log off. Click “**Yes**” to continue.

**Procedure**

1. Access the HRMS Portal sign-on screen.


You can do this by typing this web address into your internet browser: <https://wahrms.wa.gov>

OR

Visiting the Department of Personnel web site (<http://www.dop.wa.gov>) and clicking on the Employee Self Service link.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Logon ID	R	<p>This is your personnel number as provided by your agency.</p> <p> All Logon IDs must be 8 digits.</p> <p><b>Example 1:</b> 20039812 Add zeros as necessary in front of the personnel number to equal 8 digits.</p> <p><b>Example 2:</b> 00123456</p>
Password	R	<p>Enter your temporary password as provided by your agency.</p> <p><b>Example:</b> ESSisgr8!</p>

**Welcome to Washington State's Human Resource Management Systems**

**HRMS PORTAL**

This is a secure application and available only to Washington State employees.

Logon ID \*

Password \*

[Forgot Password](#)  
[Having Trouble Logging In?](#)  
[More ESS Information](#)




**HR** Copyright June 2010

Click the **Log on** button.

- You will receive a message that states your password has expired and be prompted to create a new password.


Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Old Password	R	This is your temporary password provided by your agency.  <b>Example:</b> ESSisgr8!
New Password	R	Create your new permanent password.   Your permanent password must meet the following criteria: <ul style="list-style-type: none"> <li>• Minimum of 8 and no more than 10 characters</li> <li>• Include at least one number</li> <li>• Include one upper or lower case letter</li> <li>• Include at least one special character (such as @, &amp;, #, \$)</li> <li>• Cannot begin with a question mark (?) or an exclamation (!)</li> <li>• Cannot contain your name or any part of your name</li> </ul> <b>Example:</b> Se@hawks1
Confirm Password	R	Re-enter your new password.  <b>Example:</b> Se@hawks1

Click the **Change** button to save your new password.

**Welcome to Washington State's Human Resource Management Systems**

Your password must be at least 8 and no more than 10 characters. It is case sensitive and must include at least one letter, one number, and one special symbol, such as \* @ # \$.

 Password has expired


**Change Password**

User ID:

Old Password:

New Password:

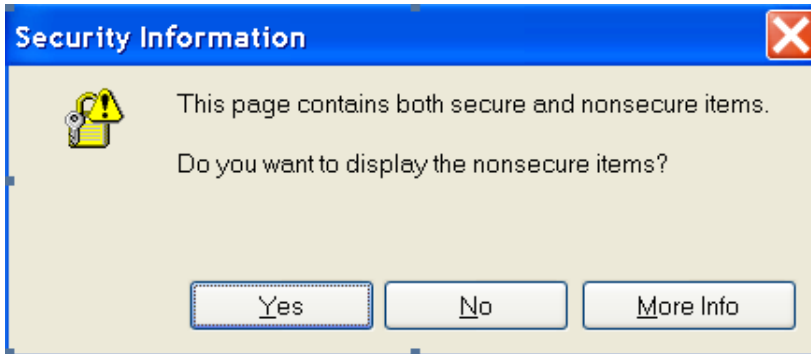
Confirm Password:



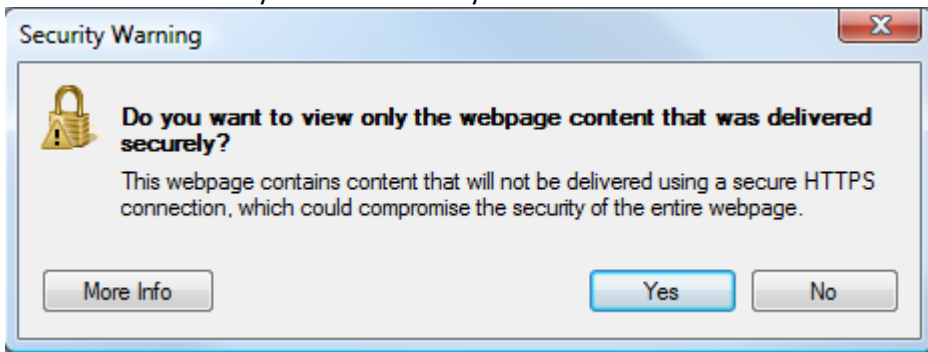
**HR** Copyright June 2005

4. After you have successfully logged in, you may see a popup window entitled, “**Security Information**” or “**Security Warning**”. If you are using **Microsoft Internet Explorer** as your browser, you will see one of the two windows below. Both are asking the same thing, but they are phrased differently so your answer will be different. It is important that you answer correctly. Please find the question below which is phrased closest to the one on your screen and answer appropriately.

If you are using **Internet Explorer** versions **7 and below**, answer “**Yes**” to view both secure and non-secure items.



If you are using **Internet Explorer** versions **8 and above**, answer “**No**” to view content that was delivered both securely and non-securely.



5. Answering these questions correctly should take you to the “**Welcome**” page.

