

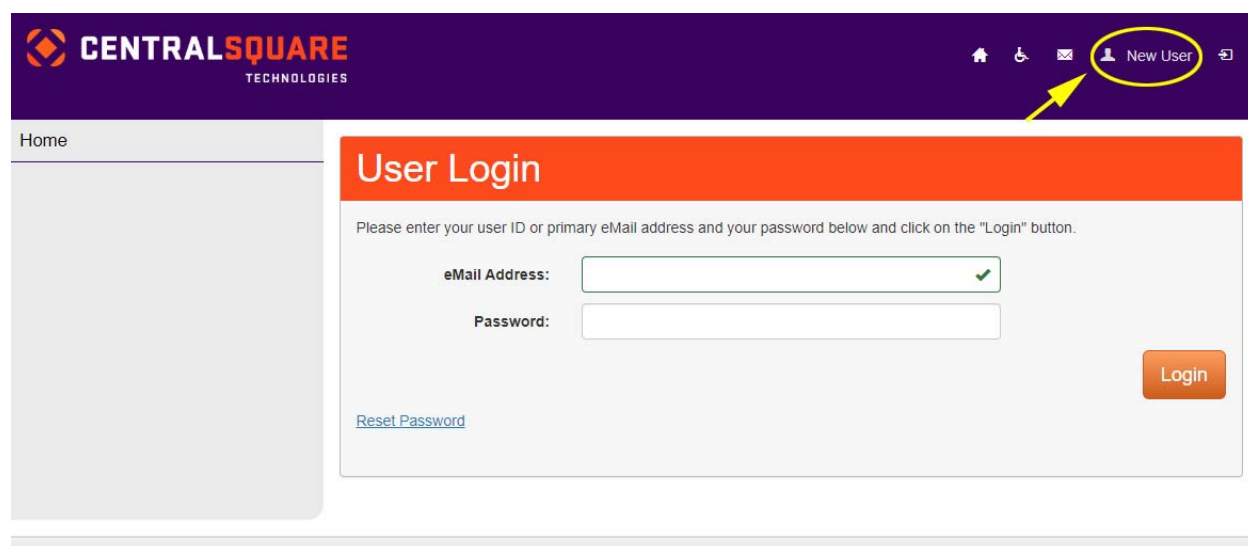
Registering for Employee Self-Service

Welcome to Employee Self-Service! This system allows City of Pocatello employees to update their employee records, review accrual balances, create what-if scenarios with their payroll deductions, and more. To register, please follow the instructions below.

STEP 1 – Access the Employee Self-Service portal at <https://poca-egov.aspgov.com/Click2GovESS/logonuser.html>.

STEP 2 – Determine if you need a CentralSquare profile. CentralSquare is the City of Pocatello’s provider for both Employee Self-Service and Utility Bill Pay. If you pay a City of Pocatello utility bill online, then you already have a CentralSquare profile. Please skip to Step 4.

If you do not pay a City of Pocatello utility bill online or your attempt to log in failed, you will need to create a CentralSquare profile by clicking the “New User” icon at the top of the screen (circled in yellow below).



The screenshot shows the CentralSquare Technologies website interface. At the top, there is a dark purple navigation bar. On the left, the CentralSquare logo is displayed. On the right, there are several icons: a home icon, a wheelchair icon, an envelope icon, and a 'New User' icon which is circled in yellow and pointed to by a yellow arrow. Below the navigation bar, the main content area is divided into two sections. On the left is a 'Home' sidebar. On the right is the 'User Login' section, which has an orange header. Below the header, there is a white box containing the following text: 'Please enter your user ID or primary eMail address and your password below and click on the "Login" button.' Below this text are two input fields: 'eMail Address:' with a green checkmark icon to its right, and 'Password:'. To the right of these fields is an orange 'Login' button. Below the input fields is a blue link labeled 'Reset Password'.

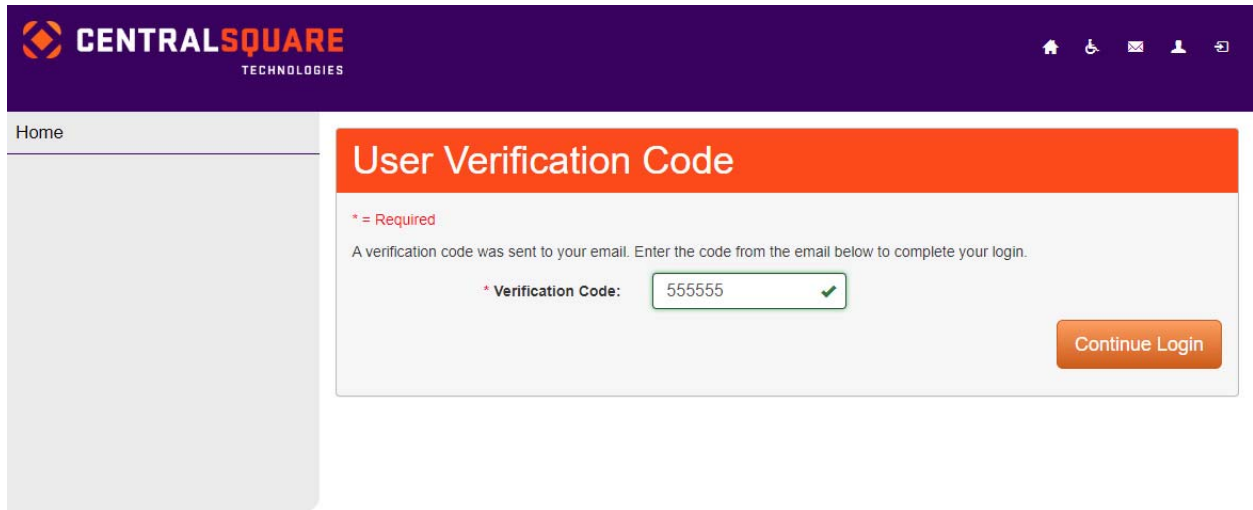
STEP 3 – Create your CentralSquare profile by filling out the “Create New User” form. Click the “Create New User” button to continue.

The screenshot shows the 'Create New User' form. At the top left is the CentralSquare Technologies logo. The page has a purple header with navigation icons (home, accessibility, email, user, search). A sidebar on the left contains a 'Home' link. The main content area has an orange header 'Create New User' and a red asterisk legend '* = Required'. The form is divided into two sections: 'Login' and 'Name and Address'. The 'Login' section contains four required fields: 'eMail Address', 'Confirm eMail Address', 'Password', and 'Confirm Password'. The 'Name and Address' section contains two required fields: 'First Name' and 'Last Name'.

STEP 4 – Log in to Employee Self-Service using the email address and password you entered when creating your CentralSquare profile. If you pay a City of Pocatello utility bill online, this is the same email address and password you use to log in to Utility Bill Pay.

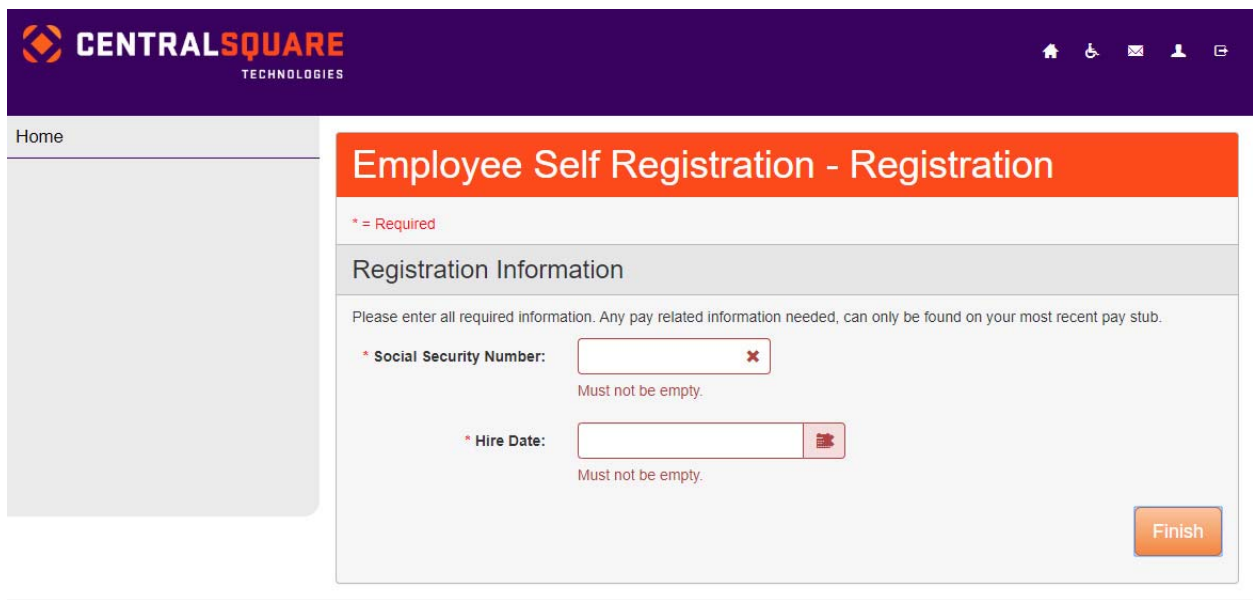
The screenshot shows the 'User Login' form. At the top left is the CentralSquare Technologies logo. The page has a purple header with navigation icons (home, accessibility, email, user, search). A sidebar on the left contains a 'Home' link. The main content area has an orange header 'User Login' and a grey instruction box: 'Please enter your user ID or primary eMail address and your password below and click on the "Login" button.' Below this are two required fields: 'eMail Address' (with a green checkmark) and 'Password'. A blue link 'Reset Password' is located below the password field. An orange 'Login' button is positioned to the right of the password field.

STEP 5 – Every time you log in to Self-Service, CentralSquare will send a verification code to your email address. If it does not arrive within a minute or two, please check your spam or junk mail folder, as these emails tend to end up there. Enter the verification code and continue.



The screenshot shows the CentralSquare Technologies logo in the top left corner of a dark purple header. On the right side of the header are icons for home, accessibility, email, user profile, and a refresh button. Below the header is a navigation bar with a 'Home' link. The main content area has an orange header with the text 'User Verification Code'. Below this, there is a red asterisk icon followed by the text '* = Required'. A message states: 'A verification code was sent to your email. Enter the code from the email below to complete your login.' Below the message is a label '* Verification Code:' followed by a text input field containing '555555' and a green checkmark icon. To the right of the input field is an orange button labeled 'Continue Login'.

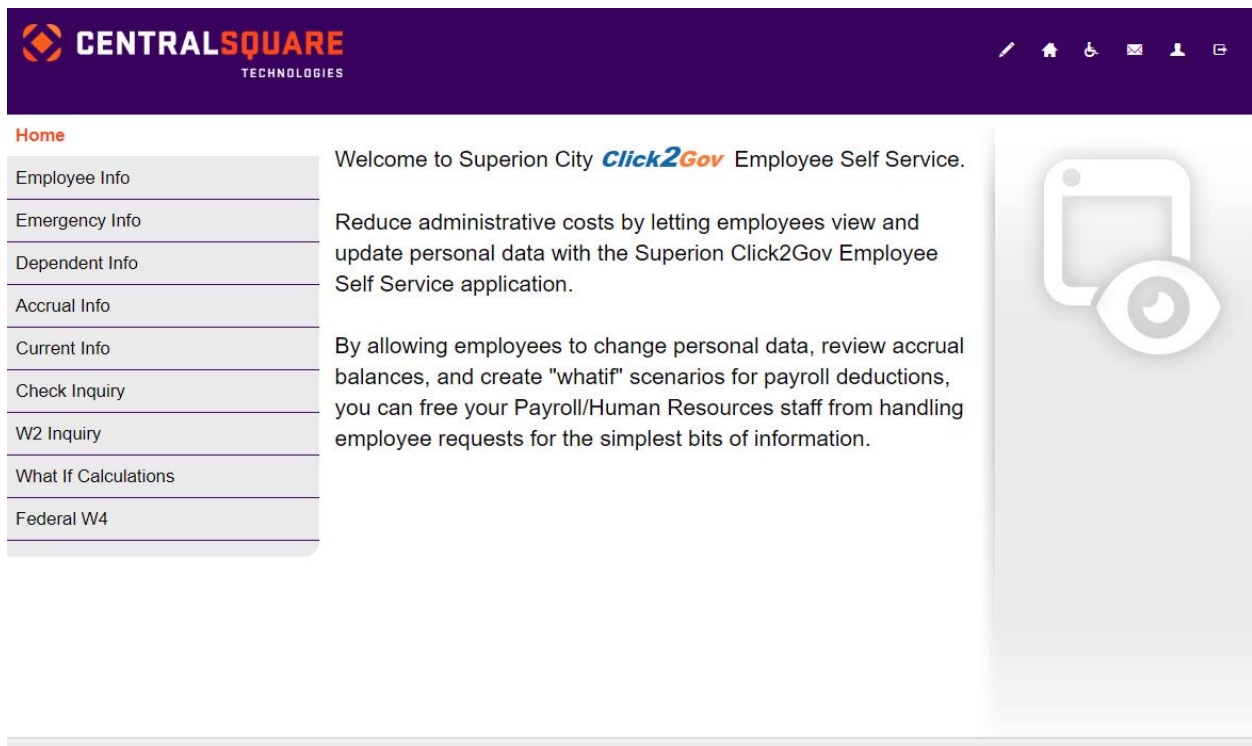
STEP 6 – As a first-time user, you'll be asked to enter your Social Security Number and Hire Date in order to connect your CentralSquare profile to your employee and payroll records.



The screenshot shows the CentralSquare Technologies logo in the top left corner of a dark purple header. On the right side of the header are icons for home, accessibility, email, user profile, and a refresh button. Below the header is a navigation bar with a 'Home' link. The main content area has an orange header with the text 'Employee Self Registration - Registration'. Below this, there is a red asterisk icon followed by the text '* = Required'. The section is titled 'Registration Information'. A message states: 'Please enter all required information. Any pay related information needed, can only be found on your most recent pay stub.' Below the message are two labels: '* Social Security Number:' and '* Hire Date:'. Each label is followed by a text input field. The Social Security Number field has a red 'x' icon and the text 'Must not be empty.' below it. The Hire Date field has a calendar icon and the text 'Must not be empty.' below it. To the right of the input fields is an orange button labeled 'Finish'.

If you encounter an error, the hire date you entered may not match the hire date recorded in the City of Pocatello’s Naviline system. To ensure you have the correct date, please contact the Human Resources Department at 208-234-6170 and ask them to provide you your hire date as recorded in Naviline. Once you have the correct information, enter it into the form and click the “Finish” button.

STEP 7 – You’re done! Access your employee information by clicking the menu options on the left side of the screen.



GETTING HELP

If you have any problems with this process, please contact the Information Technology Help Desk at 208-234-6220.