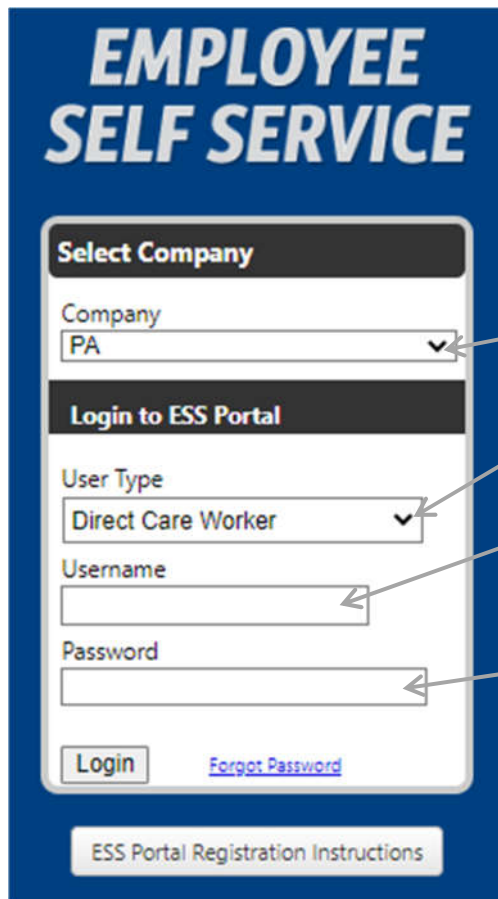# Employee Self Service (ESS) Portal Registration Instructions

The ESS Portal can be used by Common Law Employers (CLE) and Direct Care Workers (DCW) to view paychecks and W2s.

**Please Note: Two electronic devices are recommended to complete the ESS portal registration process. One device is necessary for ESS registration while the 2nd device is needed to scan a QR code for Google Authenticator. If unable to scan a QR code, enter a manual key feature is also available. This 2-step process helps to protect payroll data. Follow instructions below.

Step 1:

Once online, go to https://p5.tempusunlimited.org and you will see the following screen:

Enter this information in the boxes:

Company: Select PA

User Type: Select Direct Care Worker (DCW) or Common Law Employer (CLE)

Username:
DCW → 6 digit Employee ID (E**000000**)
CLE → 6 digit Employer ID (R**000000**)

Password: *Default Password* is the last 4 digits of your SSN followed by your birthday MMDDYYYY.

After entering the information in the boxes click "Login"

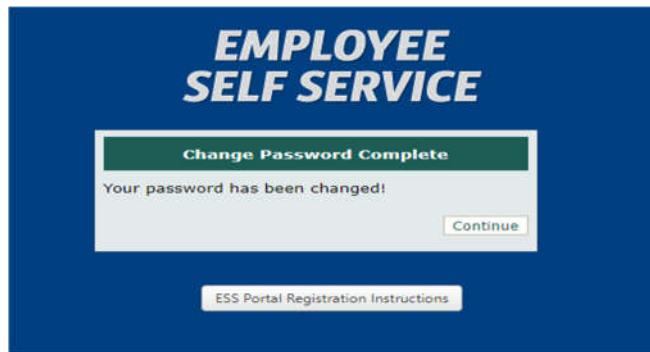Next, you will be prompted to set up a New Password.

Step 2:

Default Password: Enter the password you entered in Step 1 (format: *####MMDDYYYY)*

New Password: Create a new password. The password **must** contain the following:
- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character
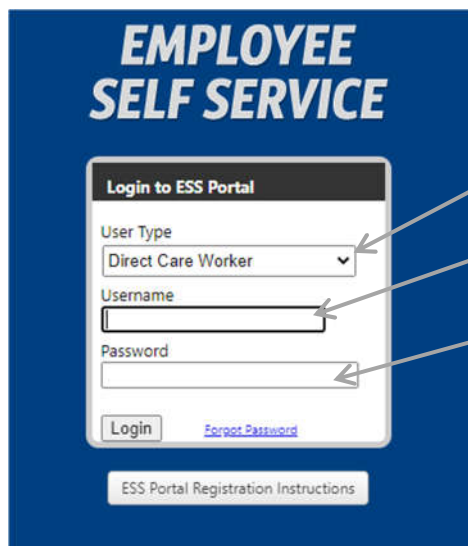
Confirm New Password: Confirm Password

Click "Change Password"

Change Password Complete

Click "Continue"

Step 3:

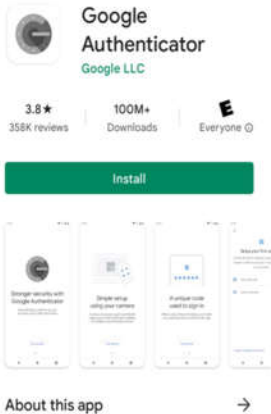**User Type:** Select Direct Care Worker (DCW) or Common Law Employer (CLE)

Username: Enter Username (6 digit ID) (E**000000** or R**000000**)

Password: Enter the New Password you created in Step 2
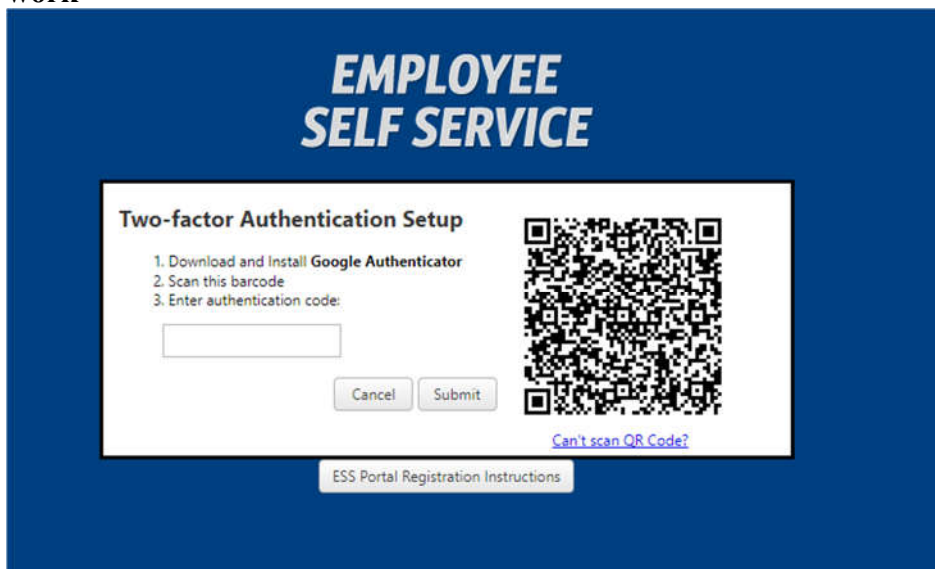
Click "Login"

Step 4:

You will be prompted to setup your Two-Factor Authentication. Go to your App Store on your phone and download the Google Authenticator application.

Step 5:

Once downloaded, click "Scan a QR code", scan the code on your ESS Portal screen, and enter the code that appears on your Google Authenticator application.

Please Note – You must download the app, just taking a picture of the QR code will not work

Unable to scan the QR code? Google Authenticator and ESS Portal also provides the option to enter a setup key.

- Click "Can't scan QR Code?" on ESS portal to reveal a Manual Key

- In Google Authenticator, click "Enter a setup Key"
- Enter Account Details
  - Account – Create a name for the account, for example "Tempus ESS Portal"
  - Key – Enter Manual Key provided by ESS Portal
- "Time based." **Do not change.**
- Click Add

Once you have successfully completed the Google Authenticator, you'll be directed to your ESS Portal account where you can view your paychecks and W2's.
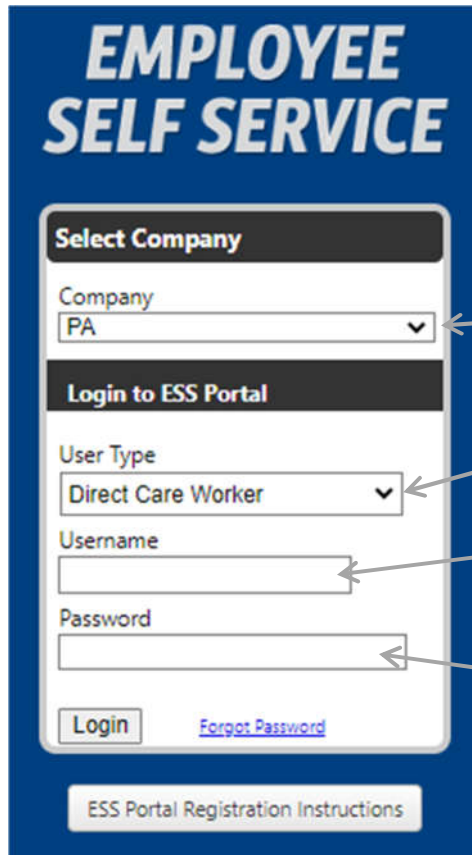
DCWs - The paychecks screen will provide you with a list of Common Law Employers by name. Click the arrow (circled above) to see each CLE name and view issued paychecks.

CLEs - The paychecks screen will provide you with a list of Direct Care Workers by name. Click the arrow (circled above) to see each DCW name and view issued paychecks.

Login Instructions – Post Registration

After you register for the ESS Portal, follow the next set of instructions each time you log in.

Once online, go to https://p5.tempusunlimited.org **and you will see the following screen:**

Enter this information in the boxes:
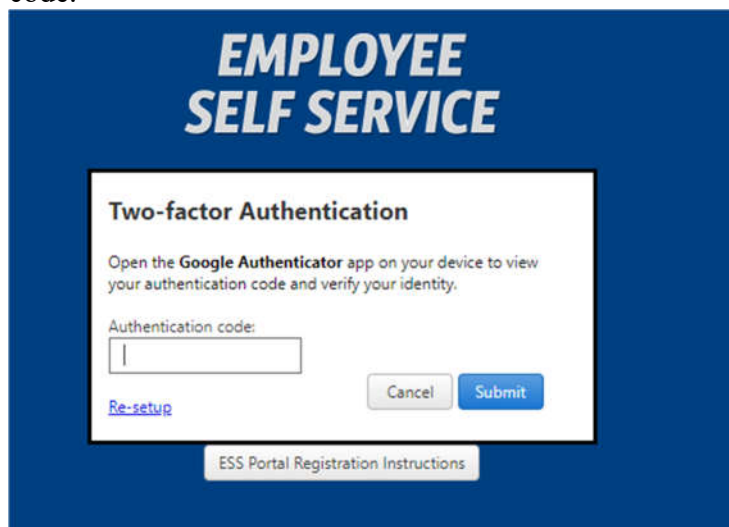
Company: Select PA

User Type: Select Direct Care Worker (DCW) or Common Law Employer (CLE)

Username:
DCW → 6 digit Employee ID (E**000000**)
CLE → 6 digit Employer ID (R**000000**)
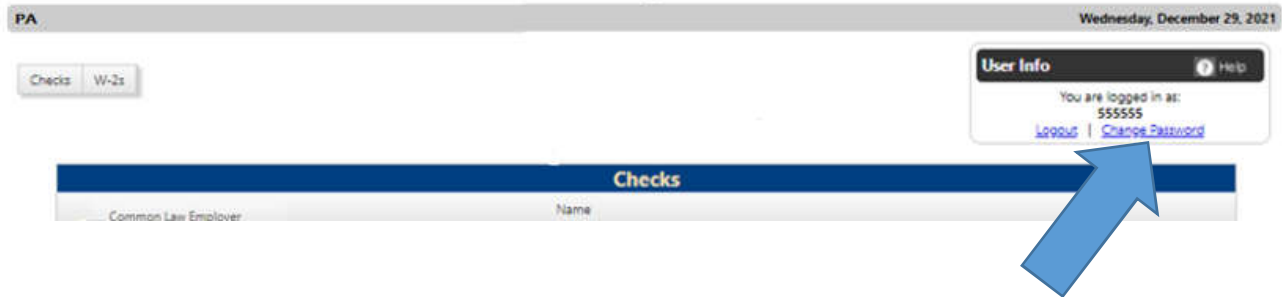
Password: Enter Password

After entering the information in the boxes click "Login"

Next, you will be prompted to enter an Authentication code provided by the Google Authenticator App on your device. Enter code and click "**Submit**". Your ESS portal will open after you enter the code.

Change Password Instructions

Password: Enter current password.

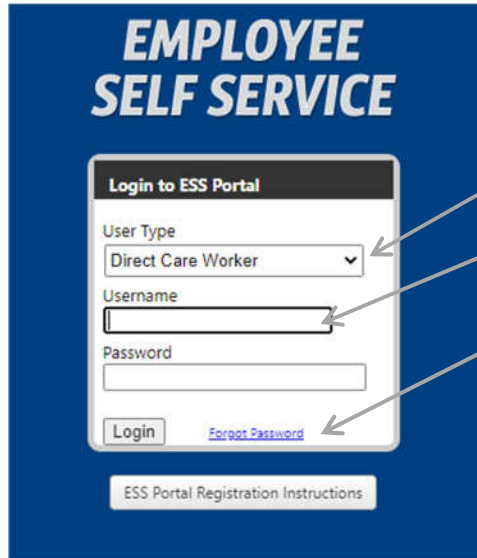**New Password:** Create a new password. The password **must** contain the following:
- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Confirm New Password: Confirm Password

Click **"Change Password"**

A message will appear confirming "your password has been changed", click **Continue**. You will be prompted to log back into your account using your new password.
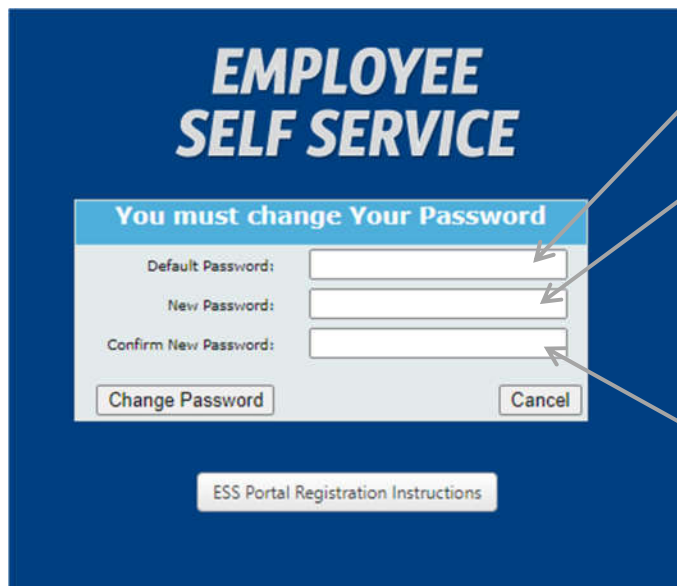
![Tempus Unlimited, Inc. Powered by HHAeXchange]

Forgot Password Instructions

User Type: Select Direct Care Worker (DCW) or Common Law Employer (CLE)

Username: Enter Username
DCW → 6 digit Employee ID (E**000000**)
CLE → 6 digit Employer ID (R**000000**)

Click "Forgot Password"

Default Password: Enter default password, format: *####MMDDYYYY (Last 4 digits of SSN, followed by your birthday)*

New Password: Create a new password. The password **must** contain the following:
- Between 12-24 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character
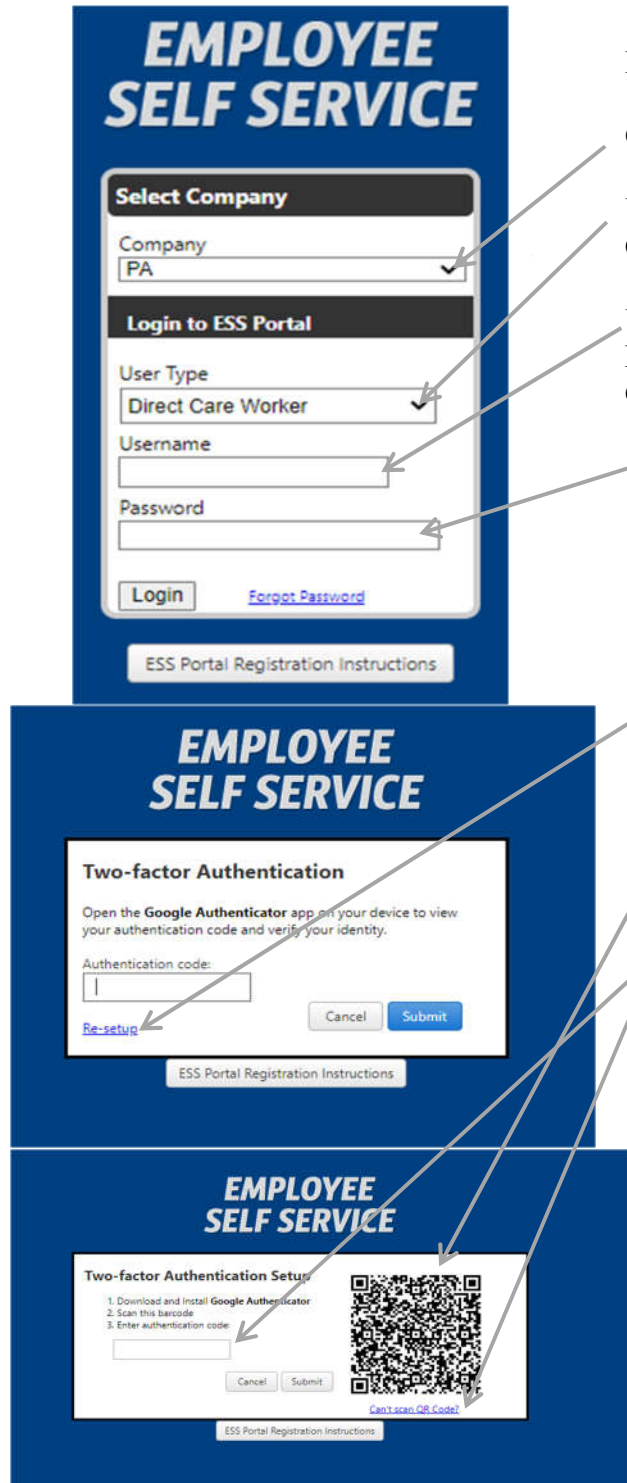
Confirm New Password: Confirm Password

Click "Change Password"

A message will appear confirming "your password has been changed", click **Continue**. You will be prompted to log back into your account using your new password.

Google Authenticator - New Device Instructions

If you have a new device you would like to download the Google authenticator on, follow the instructions below.

Once online, go to https://p5.tempusunlimited.org **and you will see the following screen:**

Enter this information in the boxes:

Company: Select PA

User Type: Select Direct Care Worker (DCW) or Common Law Employer (CLE)

Username:
DCW → 6 digit Employee ID (E**000000**)
CLE → 6 digit Employer ID (R**000000**)

Password: Enter Password

After entering the information in the boxes click "Login"

Click **"Re-Setup"** on ESS portal screen.

Option 1: Scan QR code on new device

Option 2: Click "Can't scan QR Code", enter Manual Key

Enter code appearing on Google Authenticator App.

Click "Submit"