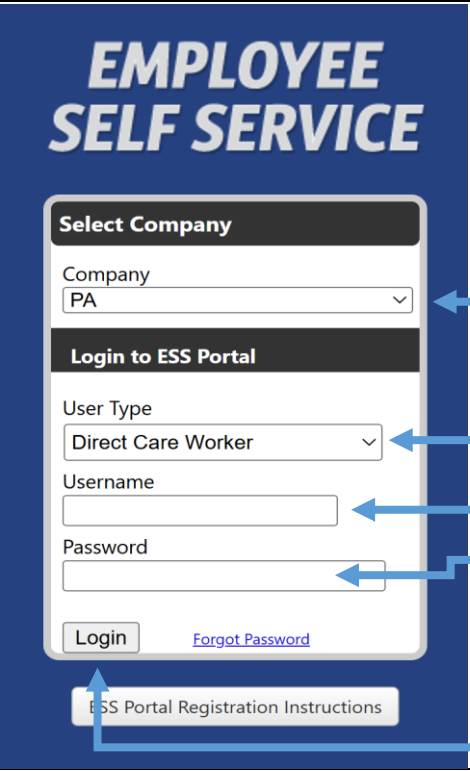


Employee Self Service (ESS) Portal

Instructions for First Time Setup

The PA ESS Portal: <https://p5.tempusunlimited.org/>
Follow the instructions below to set up your account and access the ESS Portal.



EMPLOYEE SELF SERVICE

Select Company

Company
PA

Login to ESS Portal

User Type
Direct Care Worker

Username

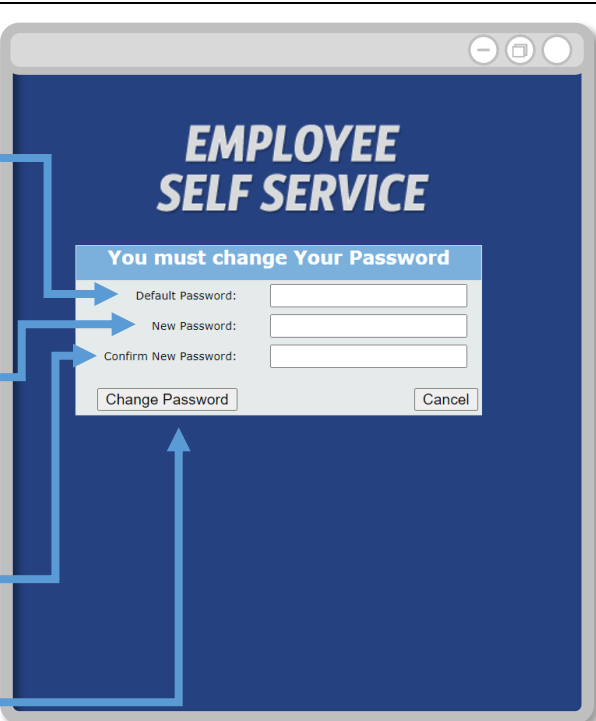
Password

Login [Forgot Password](#)

[ESS Portal Registration Instructions](#)

Step 1:	
Company	Select PA
User Type	Select Direct Care Worker or
	Select Common Law Employer
Username	DCW: 6-digit Employee ID (E000000)
	CLE: 6-digit Employer ID (R000000)
Password	Enter your <i>Default Password</i>
	<i>*The Default Password is the last 4 digits of your Social Security Number followed by your Birthdate in MMDDYYYY format.</i>
Select Login. For security purposes, you will be prompted to change your <i>Default Password</i> .	

Step 2:	
Default Password	Enter your <i>Default Password</i>
New Password	Create a new password.
	The password must contain: <ul style="list-style-type: none">Between 12-24 charactersAt least one uppercase letterAt least one lowercase letterAt least one numberAt least one special character (@!*#-\$%()&+=)
Confirm New Password	Confirm new password.
Select Change Password	



EMPLOYEE SELF SERVICE

You must change Your Password

Default Password:

New Password:

Confirm New Password:

Change Password Cancel

After completing your password change, you will be redirected to login with your new password.

	Step 3:	
	Company	Select PA
	User Type	Select Direct Care Worker or Select Common Law Employer
	Username	DCW: 6-digit Employee ID (E000000) CLE: 6-digit Employer ID (R000000)
	Password	Enter your new password.
	Select Login	

Two-factor authentication is required to use the ESS Portal. You will now be prompted to set this up using SMS.

Step 4:	
Enter your Mobile Number	
Agree to SMS Alerts with ✓	
Select Submit	

A verification code will automatically be sent to the mobile number entered.

	Step 5:	
	Enter the Verification Code received via text.	
	Select Submit	

You will be redirected to the ESS Portal home page where you can access paystubs and W2s.

*A new verification code will be sent to your mobile number each time you login.