

How to Activate Employee Self Service (ESS) Account

Web Address: https://santafenm.munisselfservice.com/default.aspx

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:

O MUNIS OnLine Home Pa	ge × +		
(←) → (⊂) ⁽ ⁽)	0 A https://santafenm.munisselfservice.com/default.aspx	⊍ ☆	\ "□ ® ≡
styler	Munis Self Service		Deg In
Santa Fe, NM - MSS			
		CLick to Login 🥣	Home
			Citizen Self Service
			Employment Opportunities
			Vendor Self Service

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.

🔴 🔴 🔵 Login	× +
$\overleftarrow{\bullet}$ > C $\widehat{\bullet}$	🛛 🔒 https://santafenm.munisse
styler	
Login	
Username	
101966	
	Forgot your username?
Password	
••••	
	Forgot your password?
Log in	

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.

🕒 🕘 📃 Login	× +			
← → ♂ ŵ	🖸 🔒 🗝 https://santafenm.munisse			
Login				
Before proceeding you m	nust change your password.			
New password must be at least 7 characters long and contain at least one uppercase character and one lowercase character.				
Current password				
New password				
Password strength	Acceptable			
Confirm new password	•••••			
New password hint	first name			
Cha	ange Cancel			

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.

•••	MUNIS OnLine Home Pa		
← → G	ŵ	🖸 🗎 https://santafenm.munisselfservice.com/default.aspx?	\ ⊡
styler		Munis Self Service	RODRIGUEZ, SHIRLEY
Santa Fe	, NM - MSS		
			Employee Self Service
			Employment Opportunities

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

•••	Personal Information	× +			
\leftrightarrow	C 🛈	0 A https://santafenm.munisselfservice.com/employees/default.aspx	⊠ ☆	lii\	
🔆 tyle	gies	Munis Self Service		Resources ROD	PRIGUEZ, SI
Welco	ne to Employe	ee Self Service			
Annound	ements			Employee Self Se	rvice
Welcome t	o the City of Santa Fe's Em	nployee Self Service (ESS) Portal		Benefits	
Open Enrollment for FY2021 is available from June 17, 2020 through June 26, 2020. Changes will become effective July 1, 2020. To submit changes to your benefit elections, select Benefits on the right-hand menu and select Open Enrollment.		Personal Information	ion		
For medical, dental, vision, and supplemental insurances this will be a passive open enrollment and therefore action is not required for employees who elect to not make any changes. Only		Time Off			
	those employees who desire to make changes will need to do so during the June 17 – 26, 2020 timeframe. If you desire to continue or enroll in a Flexible Spending Account for medical or dependent care expenses, you must do so during the open enrollment period.		ICALOF	Employment Oppo	ortunities
Personal	information		More		

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