# Jefferson County Commission
ESS Access

All employees will have access to the Munis Employee Self Service Portal (Often called MSS or ESS). Through this portal, employees will be able to view their paystubs, W-2's, etc. To access the portal online, click the link below and save it to your favorites:

https://selfservice.jeffersoncountywv.org/MSS

To login, Click login arrow in the upper right hand corner
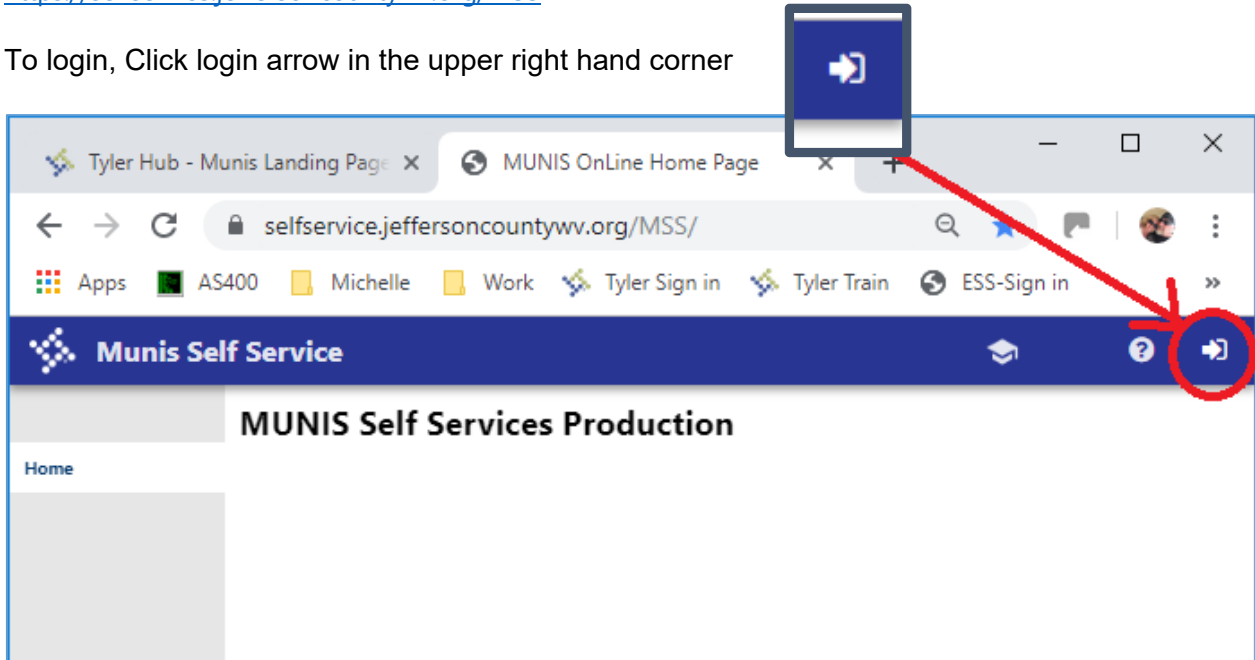
To login for the first time, your user name is your first initial, last name, and last 4 digits of your SSN, i.e. mine is mgordon1234. The first time you log in, your password is the last 4 digits of your SSN in my example, mine is 1234. You will be prompted to create a new password. If you forget your ESS password, please contact Tammy, Russ or Michelle.
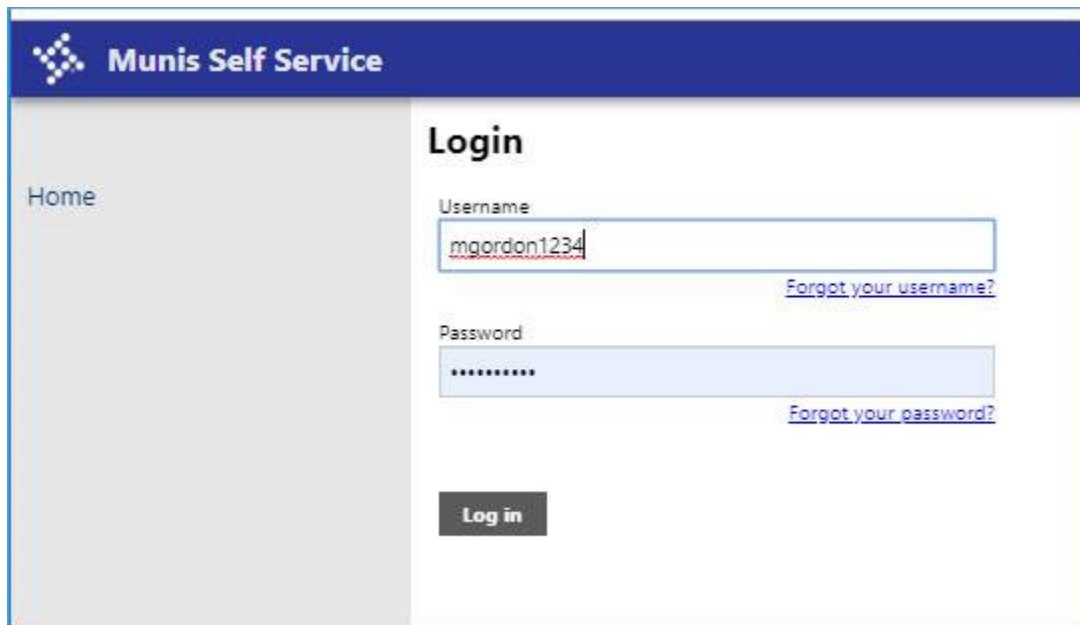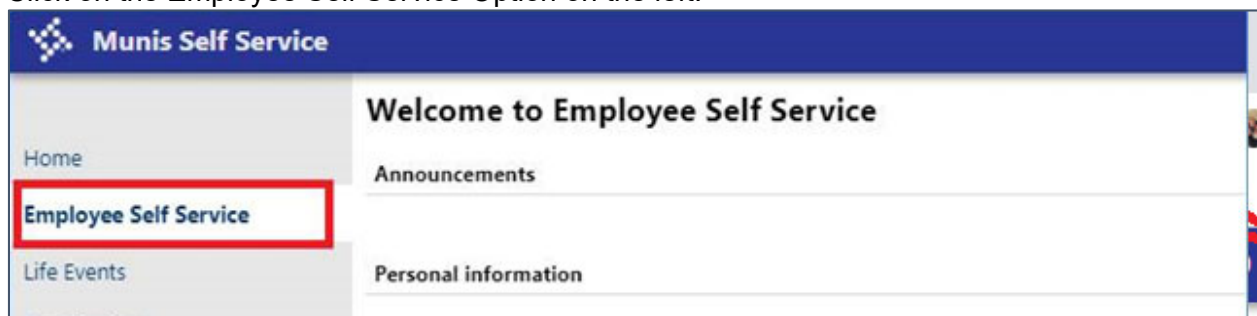
MOBILE APP
Employees may download the mobile APP if they would like to access ESS via their phone or other mobile device. The APP is called MUNIS ESS MOBILE.
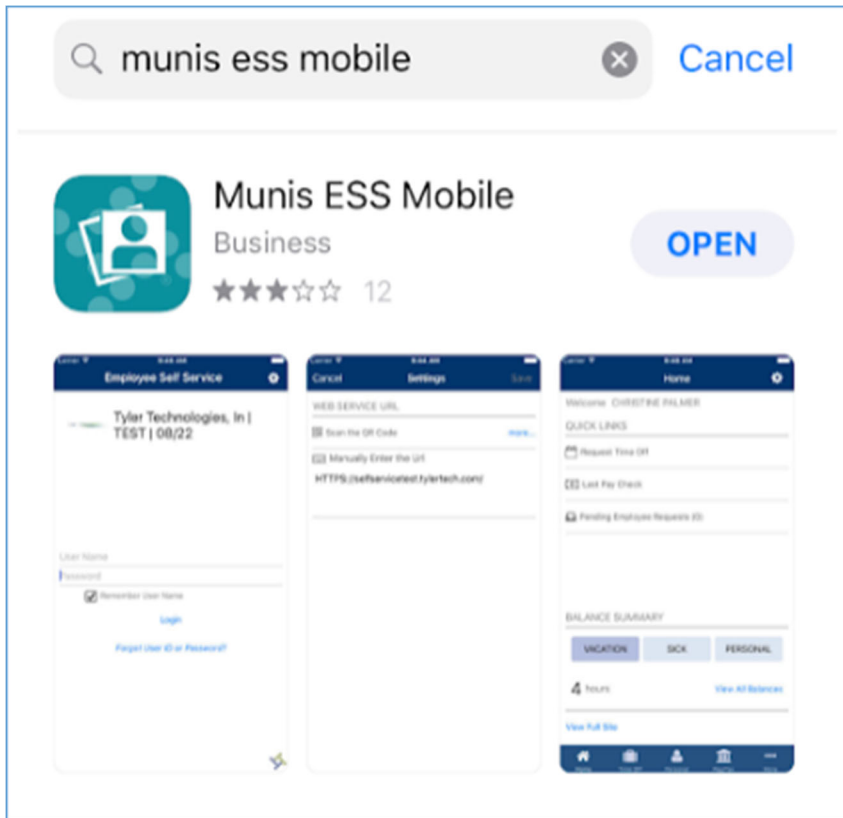
After you have downloaded the APP, log in to ESS on your computer.

Click on the Employee Self Service Option on the left.

At the bottom of the screen is a QR Code that you will need to point your phone's camera at in order to activate your mobile device. (I blocked mine out below as yours may be different.)
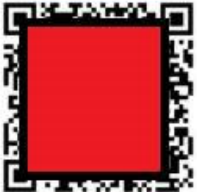
On your phone, hit/tap "Scan the QR Code" and point it at your screen.
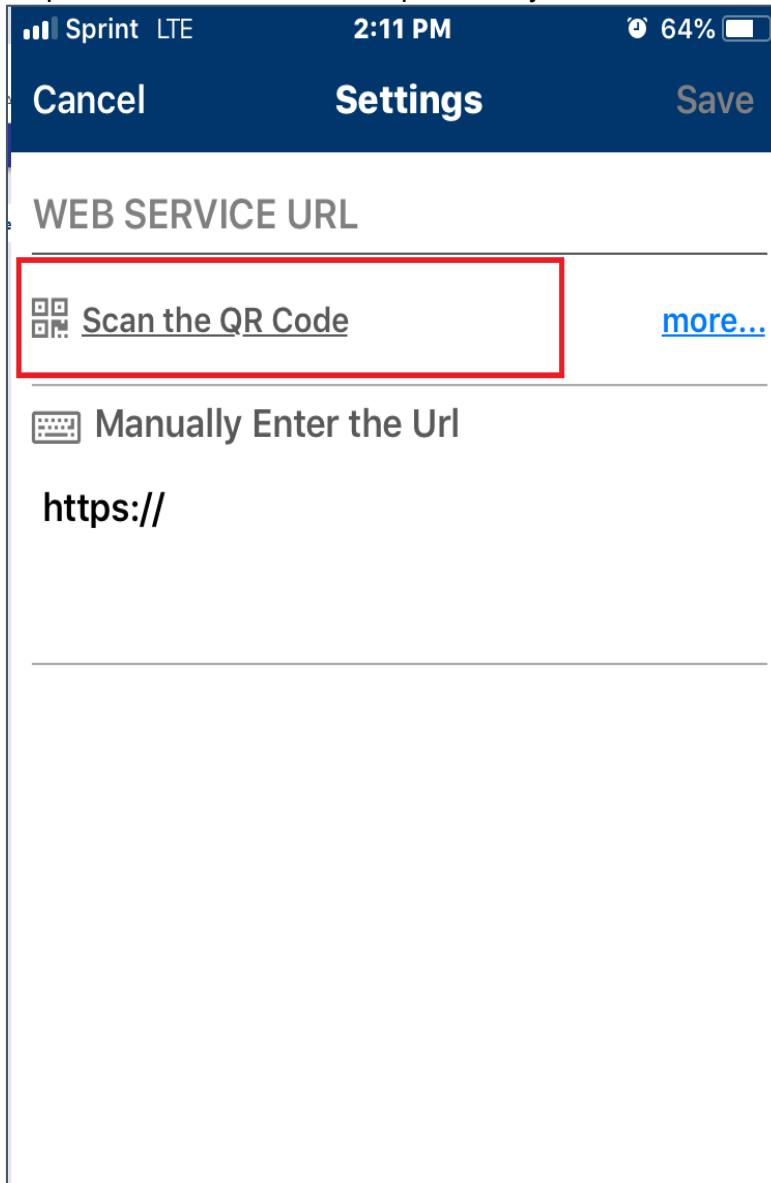
Then type in your user name and password. They are the same as those used for accessing ESS on your computer.

Employee Self Service ⚙

tyler technologies **Jefferson County, WV - Production**

mgordon 1234

Password

🟢 Remember User Name

Login

Forgot User ID or Password?