**MONTGOMERY COUNTY Government**

Oracle Employee Self Service (ESS)

June 18, 2015

Dear Employee,

As part of the County’s ongoing Green Initiative to reduce its carbon footprint, **Montgomery County Government will no longer mail pay slips to employees after June 26, 2015.** Therefore, all employees will need to view pay slip information through Oracle Employee Self Service (ESS). Through Oracle ESS, employees are also permitted to:

* Access pay information for a specific period, including deductions taken
* Change mailing address and Federal tax withholding
* View personal information and employee W-2 forms
* Search for and enroll in training classes via Oracle Learning Management (OLM)
* Apply to internal jobs through iRecruitment
* Access employee appraisals
* Participate in “Open Enrollment” for health insurance changes

Due to inactivity, your account may have been disabled or locked. While we have reinstated your account, you may still need to unlock it. To access Oracle ESS, to unlock your account, and/or to reset your password, please follow the detailed instructions below.

If you have difficulties logging in to Oracle ESS, please contact the County’s IT Help Desk by dialing **240-777-2828**.

If you experience other issues or questions related to using the online system, please call the County’s 311 Customer Service Center between the hours of 7am and 7pm by dialing **1-877-613-5212 or 1-240-777-0311.**

**TO ACCESS ESS**

1. Go to the AccessMCG portal: <https://eportal.montgomerycountymd.gov>
2. Enter your County user ID in the User Name field.
3. Enter your password and click the “Log In” button.
4. Click the “Employee Self-Service” button to access the features referenced above. Please always be sure to click the “Logout” button when you finish with ESS and AccessMCG, especially when using a shared office computer or a public computer.

**To Unlock Your Account**

If your account is locked, click the “Unlock My Account” button on the AccessMCG log in page and follow the prompts.

**To RESET YOUR PASSWORD**

If you forgot your password and/or need to reset your password, click the “Forgot Password” button on the AccessMCG log in page and follow the prompts.

We hope that you will find this service helpful in viewing your payment information, managing changes to your personal mailing address, managing tax withholding information, and more.