**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, you will need to view your pay slip information through Oracle Employee Self Service (ESS).

You have been identified as someone who does not currently have an account to access Oracle Employees Self Services (ESS). However, you will be able access and view information regarding your pay slip online using this service once you establish an account. Through Oracle ESS, you will also be permitted to:

* Access your pay information for a specific period, including deductions taken
* Change your 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

To obtain access to ESS, it is important that you establish an account using the instructions below **no later than June 30, 2015.**

Begin by following the detailed process below, which outlines each critical step. If you have difficulties establishing your account, or if you have other 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 establish an account**

1. Register via the AccessMCG portal at <https://montgomerycountymd.gov/accessmcg/activateme>
2. When asked for your temporary username and password, please enter the user name and password shown below. For verification purposes you will also be asked to enter your month, day and year of birth (MMDDYYYY) as well as the last 4 digits of your social security number.

Temporary User name: **tempID** (last 2 characters are numbers)

Temporary Password: **temppassword**

1. You will be asked to enter your current personal email address and a permanent password. To create your password, see the requirements below:

**Password rules**

* Password is case sensitive.
* Must be at least 8 characters long and include 1 number (not more than 6 numbers).
* Must have at least 1 symbol (not more than 6 symbols).
* Must not repeat any character more than 6 times or any character sequentially more than 4 times.
* Must not include part of your name, or username, or the words “password test.”

1. An email will be sent to your personal email address verifying your current email. You will need to click the link in the email to continue the account setup.

\*\*Please note that this process **may take several minutes** and you may need to check your Spam or Trash folders. The link will expire after three days.

1. You will be asked if you agree to comply with the County’s security procedures.
2. You will be required to respond to several security questions once you have established your permanent password. When deciding which questions to respond to, please select those that will be easiest to remember. In the future, if you have trouble logging into the system, you will be asked the security questions that you have selected.
3. Once registration is completed it **may take up to 60 minutes** for the system to update. You will then be able to log in using your personal email (User name) and password at:

[www.montgomerycountymd.gov/accessmcg](http://www.montgomerycountymd.gov/accessmcg)

1. Once you log in, 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.

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.

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