



### How to Use Employee Self-Service (ESS)

#### For Address Changes, Phone Numbers, Emergency Contacts and Employment Verifications

##### To log in:

- Go to AccessMCG at [www.montgomerycountymd.gov/eportal](http://www.montgomerycountymd.gov/eportal) enter your username and password, and then click *Log In*.
- Click *Employee Self-Service*. Scroll down and click the *Go to Employee Self-Service* blue button.
- Click *MCG HR Employee Self-Service*.

##### To update your address, phone numbers, emergency contacts or request an employment verification:

Continue to follow the applicable steps below. If you need assistance with ESS, please call the HelpDesk at x7-2828.

Note: OHR recommends that you verify the changes you made to your address and emergency contacts on the next business day.

#### Address & Phone Number Changes

1. Click *Personal Information*.
2. In the *Phone Number or Main Address* section, click *Update*.
3. Phone Number changes: Enter the change you want to make, click *Next* and then *Submit*.
4. Address changes: follow the next steps closely. Enter the first four fields: Effective Date (if applicable), Type should always be "Home", Country, Address line 1.
5. Enter the city; click on the magnifying glass.
6. Choose *Quick Select* for the city and zip code that applies to your address. *Note*: If you do not use the magnifying glass to find the selection, you may experience an error.
7. Click *Next* at top right.
8. Review your changes, then use the *Back* button if you need to make further updates.
9. Click *Submit*.
10. Click *Logout* at top right or click *Home* to return to the home screen.

#### Emergency Contacts

1. Click *Emergency Contacts*.
2. Use the *Add*, *Delete* or *Update* buttons to enter or update your emergency contact information. In the event of an emergency, the County will contact your primary contact first.
3. Click the *Apply* button displayed at far right.
4. Click *Next*.
5. Review your changes, then use the *Back* button if you need to make further updates.
6. Click *Submit*.
7. You will see a confirmation that your changes have been applied.
8. Click *Logout* at top right or click *Home* to return to the home screen.

#### Employment Verification

***Notify your lender that you must provide the verification, not OHR.***

1. Click *Employment Verification*.
2. If you want your Employment Verification to include your salary, make sure the *Employment and Salary Information* button is selected.
3. Type the email address of the person who will receive your Employment Verification (such as your mortgage lender); click *Continue*.
4. The next screen shows the email address of the person who will receive the Employment Verification and the information that will be provided; click *Submit*.
5. Verify the email address and click *Yes* to send your Employment Verification, which will be immediately received by the recipient.
6. You will see a confirmation of your request; you will also receive an email confirmation.
7. Click *Logout* at top right or click *Home* to return to the home screen.

\*Legal name change requests must be submitted with supporting documentation using the Name Change Form. To request a copy of the form, email [Records.OHR@montgomerycountymd.gov](mailto:Records.OHR@montgomerycountymd.gov).