

Payroll Employee Self Service

Quick Reference Guide to Registering

You matter more.

Employees have access to their payroll information including paystubs, W2s and employee information through Employee Self Service. Once you have received your first paystub you will need to register to view future paystubs.

To Register – Go to the web site https://ess.bangorpayroll.com



Secure Login		
Register New User		
* denotes required field		
Password Requirements: Minimum length must not be less than 8 characters Must contain at least 1 letter Must contain at least 1 number Must contain at least 1 symbol		
Pay statement information		
Company Code: *		
SSN: *		
Check Number: * 0		
Current Total Earnings: * 0.0		
Create new login		
User Name: *		
Password: *		
Confirm Password: *		
Calculate: * 46 + 23 =		
Register User		
Forgot Password		

- 1. Company Code For UCP use: UCP2# For ELC use: UCP3# For WCCP use: UCP5#
- 2. SSN without dashes
- Enter your most recent check number include the preceding - sign for all direct deposits (i.e. - 99949995) and the Total Earnings on the Paystub
- 4. Choose your User Name Password (requires 8 characters, one letter, one number, one symbol

5.	Select and answer the Setup Security
	Questions, which will be used during to
	change or reset your password (The
	answers are Case Sensitive).

- 6. Enter email address in the E-Mail field
- 7. Select and answer the Setup Extended Login Questions, which will be used during the login process (The answers are **Case Sensitive**)

denotes	required field
	Please select two extended login questions and provide answers. They will be presented during ESS login. You will not be able to use ESS until you have setup extended login questions.
	Question 1: * Select Question
	Answer 1: *
	Question 2: * Select Question
	Answer 2: *
	Cancel



With Employee Self Service you can:

- a) View the past 5 years of paystubs, print or save them as needed
- b) View W2s
- View Employee Information (Dates of Hire, Current Rate of Pay, Address on file and tax withholdings)
- d) Change your ESS Password