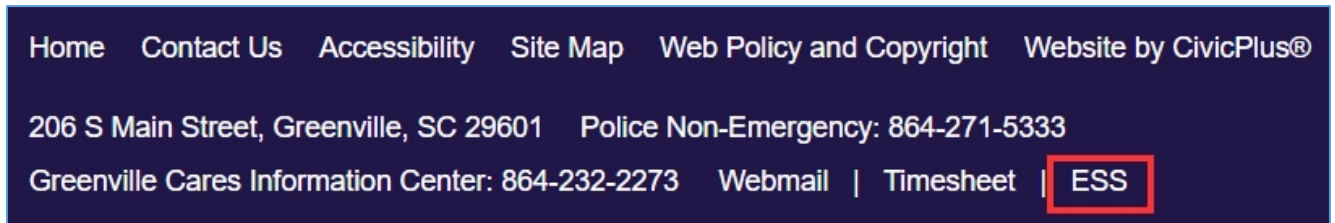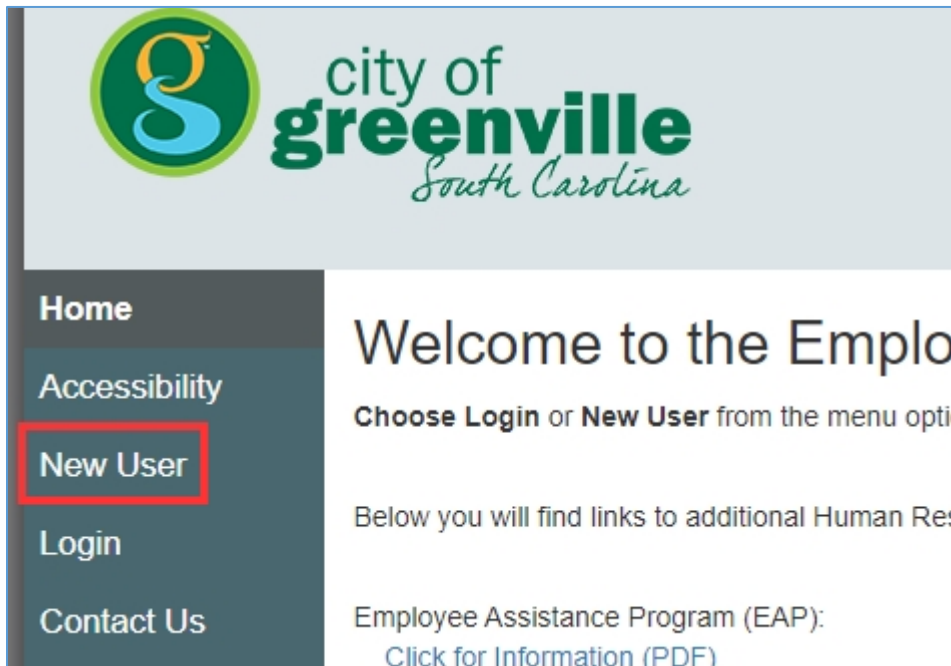**Employee Self Service (ESS) Website Create a New User**

Note: To create a New User in ESS, you must have your SSN and Hire Date. Contact HR if you need your hire date.
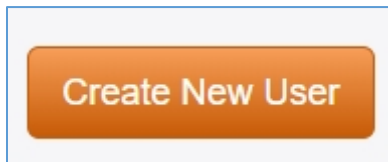
1. To get to the ESS website you can go to the main City of Greenville website, scroll to the bottom and click **ESS**.
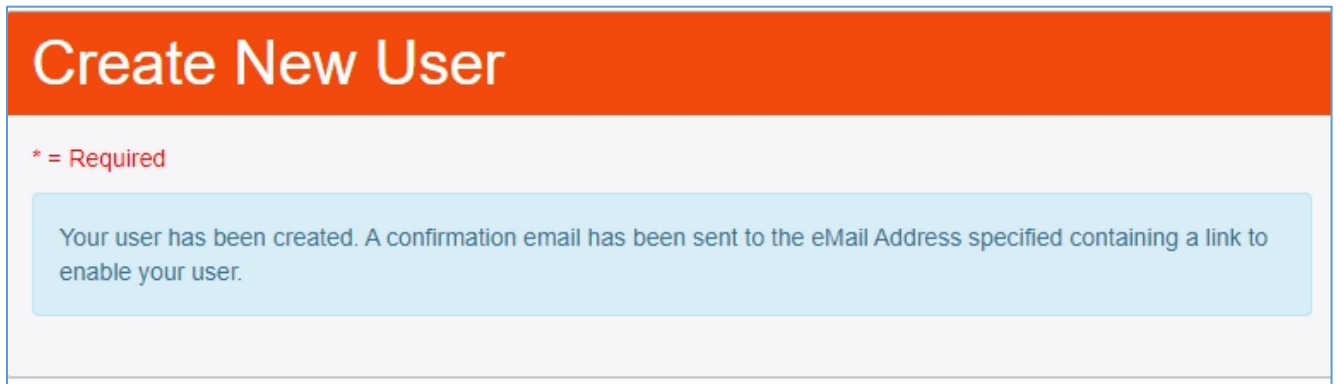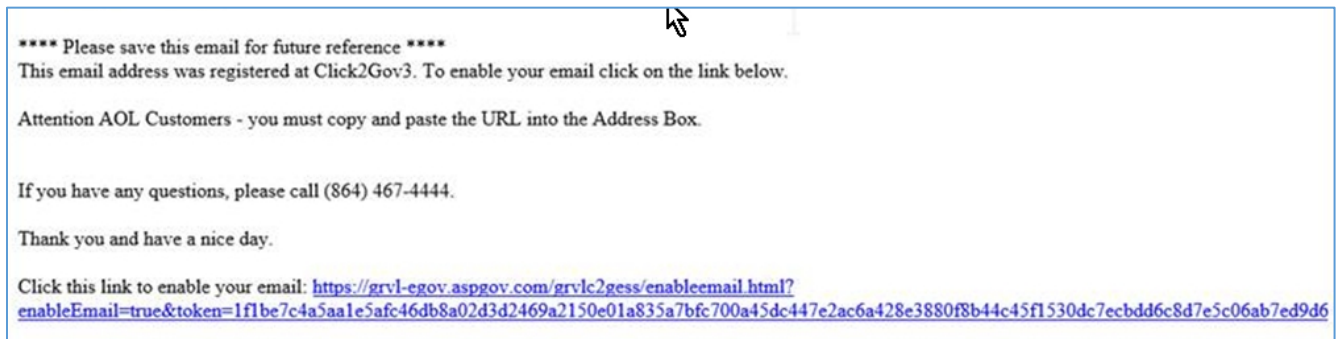

2. Click on **New User**.

3. On the Create New User page, fill in all required fields.

    a. Make note of your password.

4. After reviewing your information, click **Create New User**.
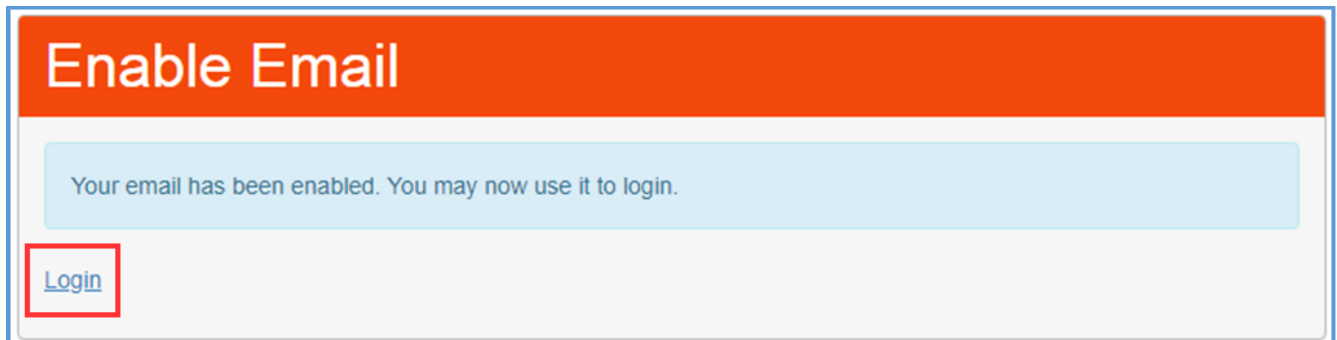
5. You will get a confirmation message and email sent to the email you provided.

Create New User

* = Required

Your user has been created. A confirmation email has been sent to the eMail Address specified containing a link to enable your user.

6. Click on the link in the confirmation email.

**** Please save this email for future reference ****
This email address was registered at Click2Gov3. To enable your email click on the link below.

Attention AOL Customers - you must copy and paste the URL into the Address Box.

If you have any questions, please call (864) 467-4444.

Thank you and have a nice day.

Click this link to enable your email: https://grvl-egov.aspgov.com/grvlc2gess/enableemail.html?
enableEmail=true&token=1f1be7c4a5aa1e5afc46db8a02d3d2469a2150e01a835a7bfc700a45dc447e2ac6a428e3880f8b44c45f1530dc7ecbdd6c8d7e5c06ab7ed9d6

7. You will then be taken to the ESS website with an Enabled Email message.

8. Click on the **Login** link.

Enable Email

Your email has been enabled. You may now use it to login.

Login

9. Enter the email and password.

10. Click on the **I Agree** box after reviewing the Registration Acknowledgement.
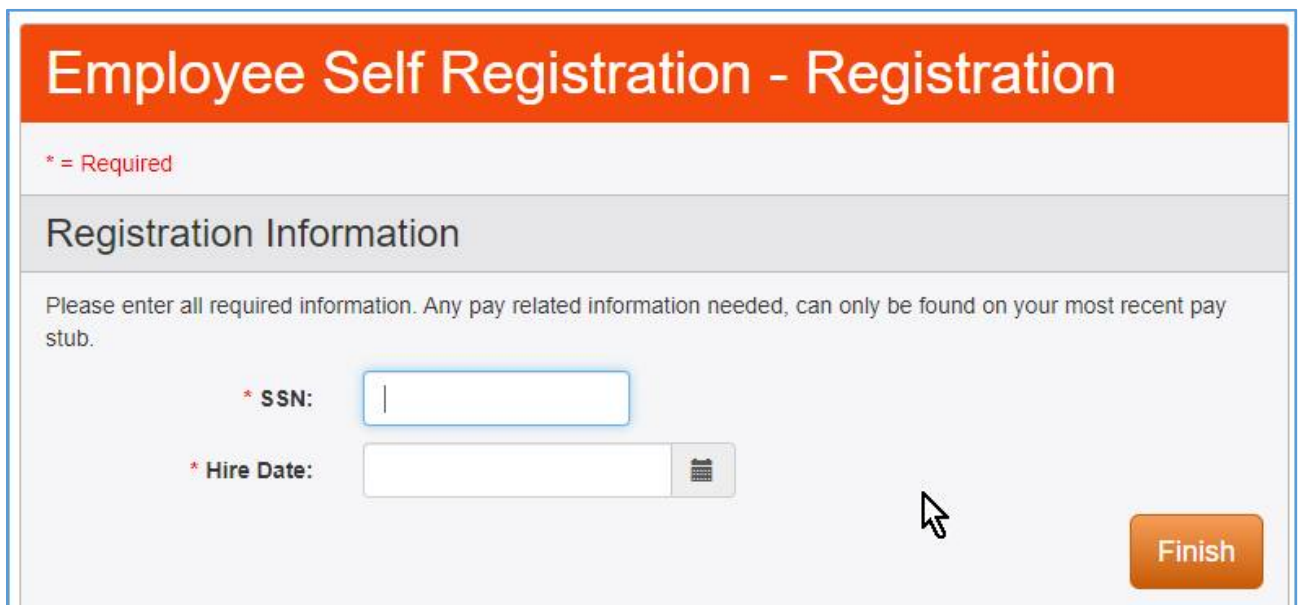
11. Click Continue.

12. Enter your SSN and Hire Date.
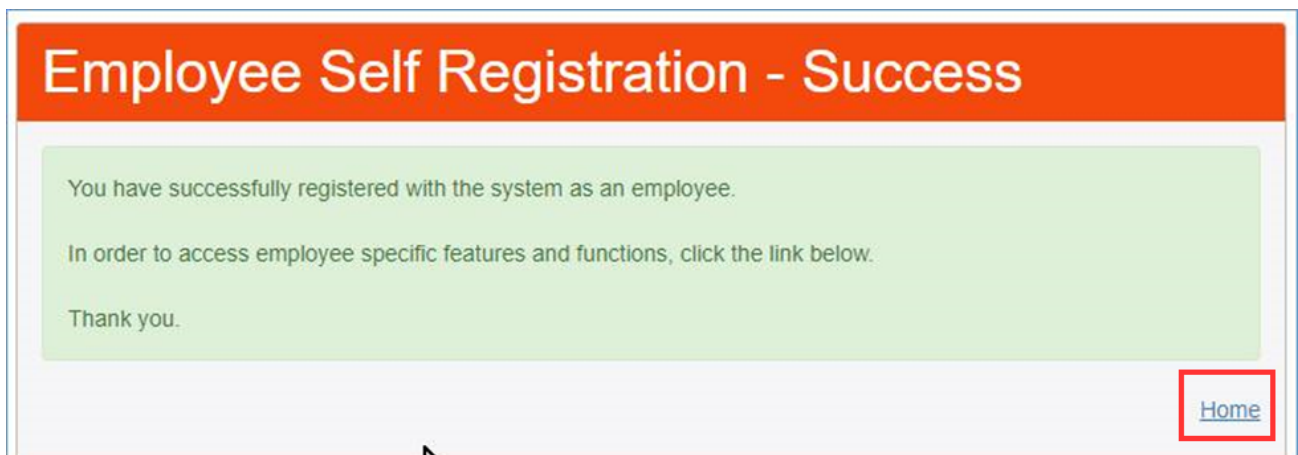
13. Click Finish.

14. After the Success message click on **Home**.

15. You are now ready to go!