# Munis Self Service App Guide

(Screenshots in this guide are from an Apple Device)

App Store(Apple) icon



Play Store(Android) icon



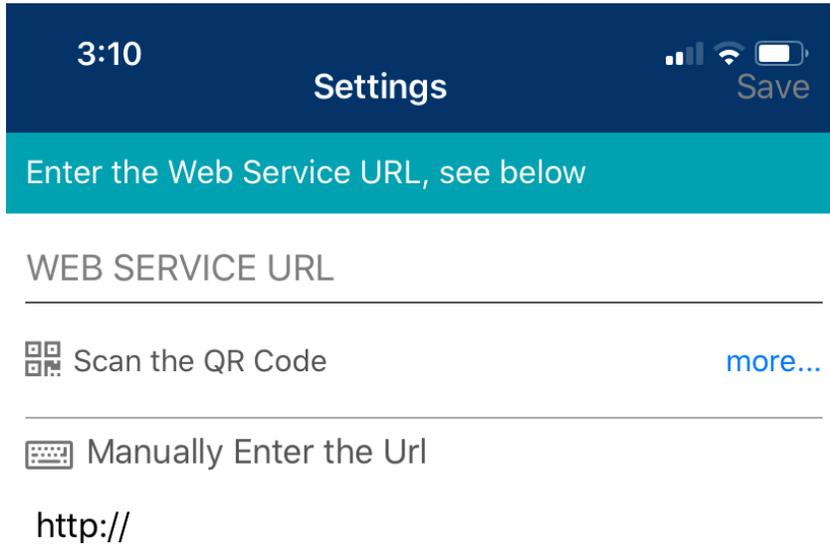Go to the app store or the play store and search for **"Munis ESS Mobile"** and download the app.

Open the app and this screen will open up.



You have two options:

**Option 1**- Take a picture of the QR code below



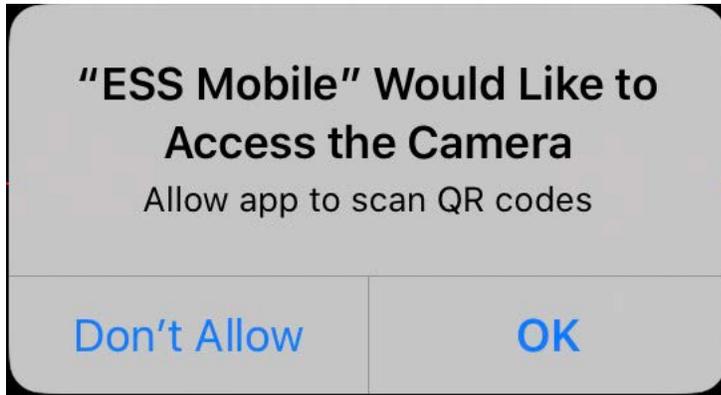**Option 2**- Manually type in this address in **https://munisss.freeportny.gov/ess** then save in the top right

\***Note**\* If you do option 1, this pop-up regarding access to your camera will come up.  Select Ok to allow the camera to capture the QR Code.



 After you complete either option, you will see the main screen.



**If you know your username and password, you can log in.**

If this is the **first time** you ever accessed Munis Self Service( MSS), please follow the initial setup instructions starting on **page 7**:



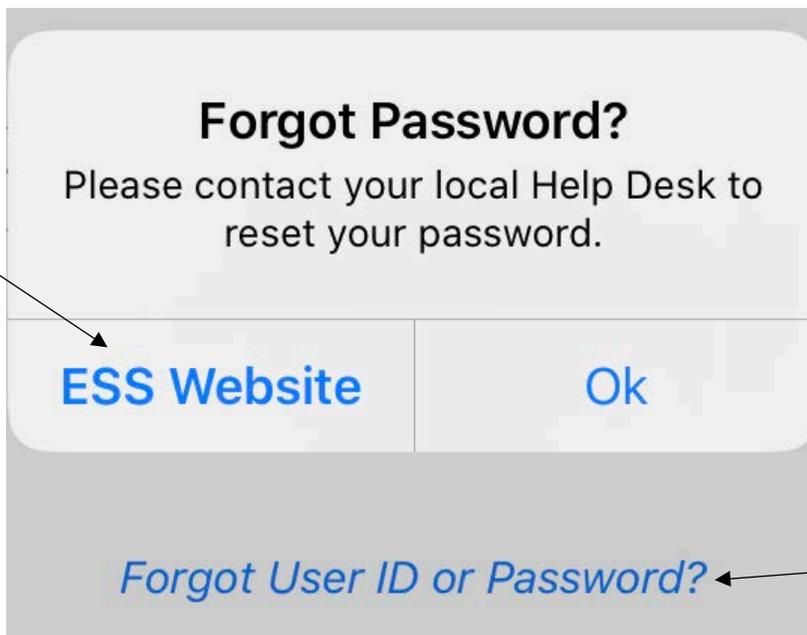Click on **Forgot User Id or Password**. Then go to **ESS Website.** The website will open in your **browser** on your device. Or you could complete this process on the computer (https://munisss.freeportny.gov/ess/login.aspx)

This is the initial screen you will see after clicking ESS Website or clicking on the website

## Login

Username

Forgot your username?

Password

Forgot your password?

Log in

**Forgot Username Screen**:  Your **username** is the same username when you sign into your work computer.  First initial, last name.  If that does not work, type in your email and select "retrieve username".  The email stored is from Munis, so either it is your **personal email** or your **work email** on file.  The email on file would depend if you ever changed it with Human Resources.

## Login

Enter the email address associated with your username in the textbox below and click "Retrieve Username". An email containing your username will be sent to you.

Email

Back to login screen          Retrieve Username

**Forgot Password Screen**: If you forgot your password, enter your username and hit "retrieve hint". The email will be sent to the email address on file, where you will see a password hint and an option to reset the password.

## Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

Back to login screen                    Retrieve hint

The email will look like this, excluding the black marks.

munis@freeportny.gov                    12:06 PM
To:

## Request Password Hint

As requested, here is your password hint.

Password Hint:

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:
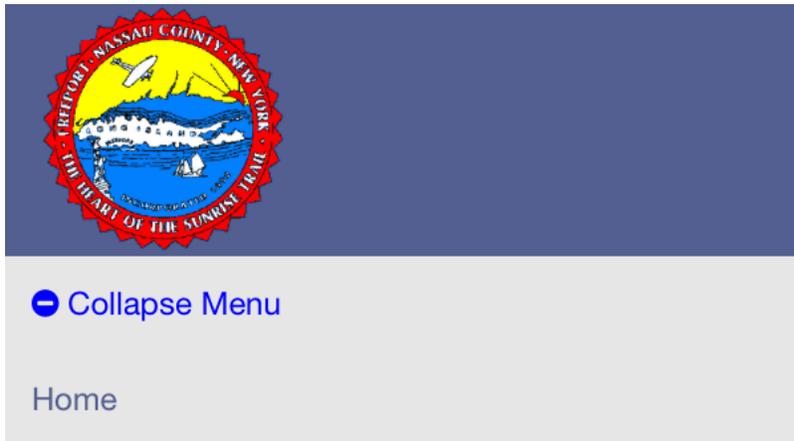
1) contact the site administrator, or

2) use the following link: https:// munisss.freeportny.gov/ess/ PasswordRegenerate.aspx?id=bbd5NLa2DjA=& to generate a new password.

**New Users:** After clicking on ESS Website, you will see this screen. Username would be **first initial, last name** (I.E. PMOSS) and the password would be the **last 4 of social security number.** You will be forced to change the password once you are logged on**.** If your credentials do not work, contact Human Resources as they can inform you of your username and reset your password.

Collapse Menu

Home

# Login

Username

pmoss

First initial, last name

Forgot your username?

Password

••••

Initially, last 4 digits of your SSN

Forgot your password?

Log in

Next, you will see this screen.  Make sure the new password meets the **criteria**. If you are successful, you will receive confirmation and will be able to login to Munis Self Service

# Login

**Before proceeding you must change your password.**

**New password must be at least 6 characters long and contain at least 2 numeric characters.**

| | |
|---|---|
| Current password | |
| New password | |
| Password strength | Unacceptable |
| Confirm new password | |
| New password hint | |

The last 4 digits of your SSN

Create your password and then confirm the password in the box below

Create a hint to help you remember

**Change**     **Cancel**

After you have your credentials, log into the app and the screen should appear similar to the screenshot. You should see a few different menus on the bottom of the screen (Home, Time Off, Personal, Pay/Tax)

| Home | ⚙ |
|---|---|

Welcome

▬▬▬▬▬▬

QUICK LINKS
_____

💵 Last Pay Check
_____

Currently Available
_____

| VACATION | SICK | PERSONAL |
|---|---|---|

▬▬▬▬▬▬      View All Balances

View Full Site

| 🏠 Home | 💼 Time Off | 👤 Personal | 🏛 Pay/Tax | ••• More |
|---|---|---|---|---|

For a more detailed explanation regarding the different areas of Munis Self Service, refer back to the other instructional guide "Munis Self Service User Guide"

## ** Contact the Human Resources if you are unable to retrieve your username or password **

### How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password.

### How often does my password expire?

Your password will expire every 6 months.  You cannot use the same password when you change it the first time.  You will be able to use the first password again after the expiration date passes again.

### Who do I call/email if I have questions about my information?

If your question is related to HR or Payroll, contact HR (hrhelp@freeportny.gov) or 516-377-2267.  If your question is technical in nature, contact the I.T. helpdesk.