

1. Go to <https://payplus.evolutionpayroll.com/ess>
2. You will see the screen below.

Secure User Login New User Registration Forgot Password

Please Log In
Enter your credentials for access.

User Name

Password

[I forgot my password](#)

[Take me to the mobile version of this website](#)

Welcome to your employee self-serve portal
Please sign in with your credentials to continue

3. Enter your user name (first initial of first name, full last name and last 4 digits of SS#) and password (first initial of your first name and first initial of your last name and last 4 digits of SS#).

You should then see the following screen:

Settings

Change Password

New Password

Confirm Password

Email Notifications
We'll send relevant emails to these addresses.

General Address

Benefits Address

General Security Questions
We'll use these to verify your identity if you forget your password and can't log in.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

This is where you can change the password and select security questions in case of getting locked out. After this is complete, hit the save (floppy disk) in the top left corner.

Once you have successfully logged in completely, you can access your pay statements by clicking on each of the listed pay dates. You can also access your W2 information (if applicable) by clicking on the tax year listed.

4. To log out, click on the Exit button in the top right-hand corner of the screen.

