

Section 1

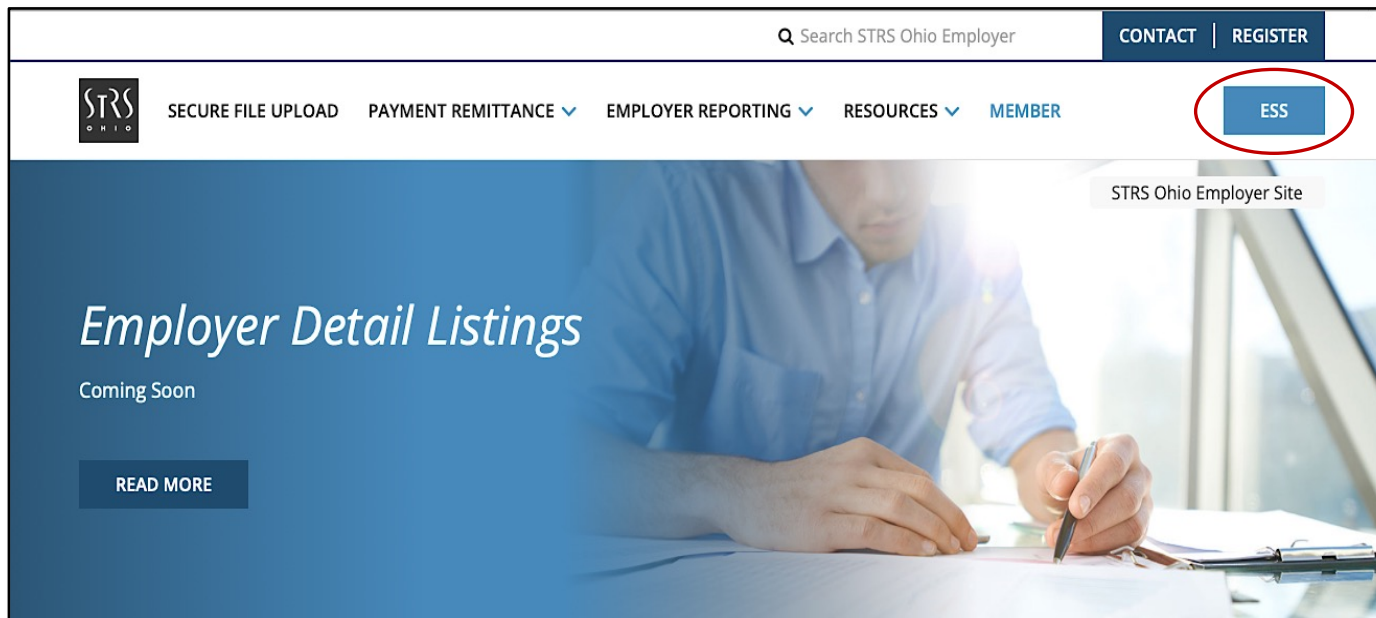
Getting Started

The following instructions explain how to log in, set up your account, change your password or security questions and navigate pages in ESS.

Logging In to ESS

1. Go to www.strsoh.org/employer. (Be sure to include [/employer](#) at the end of the address to avoid going to the STRS Ohio member site.)
2. Click “ESS” in the upper right corner of the home page.
3. The ESS login screen will appear. Enter your user name and password. Then click “Login.”

Note: You must have your own user name and password to use ESS. Do not use anyone else’s login credentials. Requests for new user accounts must be submitted by a current authorized user. See “Employer Contacts” in Section 20 for more information.



Tips!

- Look for “STRS Ohio Employer Site” under the ESS button to be sure you are on the employer website.
- Passwords are case sensitive. Make sure “Caps Lock” is not on.
- Your account may be automatically suspended (locked) if you have not accessed ESS in the past six months.
- If you cannot remember your user name or password, call STRS Ohio toll-free at 888-535-4050.

Setting Up Your Account (Initial Login)

When you log in to ESS for the first time, you will be asked to provide contact information, set up security questions and create a new password. This is a three-step process (identification, security setup and confirmation). Use the following instructions to set up your account.

Step 1

Complete all fields on the Identification screen. Then click "Next" to continue to the Security Setup screen.

Verify User Registration Wizard

1 Identification 2 Security Setup 3 Confirmation

Please enter the following information so that the new user can register and create the account.

User Name: TTEACHER
First Name: TIMOTHY
Last Name: TEACHER
E Mail: tteacher@ohiolocal.org

Enter the following security identifiers

Account Code: Enter Account Code
Business Phone: Enter Business Phone Ext: []

STRS Ohio will provide your account code in the verification email.

Cancel Next

Step 2

Enter all information on the Security Setup screen. Then click "Next" to continue to the Confirmation screen shown on the next page.

Verify User Registration Wizard

1 Identification 2 Security Setup 3 Confirmation

Please setup your security questions

Security Question 1: []
Security Answer 1: Enter your answer
Security Question 2: []
Security Answer 2: Enter your answer

Click the arrow to select a security question from the drop-down menu.

Passwords must match the following rules:

- must be at least 8 characters long
- cannot have more than 24 characters
- must contain at least 1 letter
- Password should have a minimum of 2 non alphabetic characters
- must contain at least 1 number
- use at least 1 special character (!, @, #, etc.), excluding: & < % \ . , > ' / () = | * ;

Enter your new Password: Enter new password here [] [] [] [] Strength

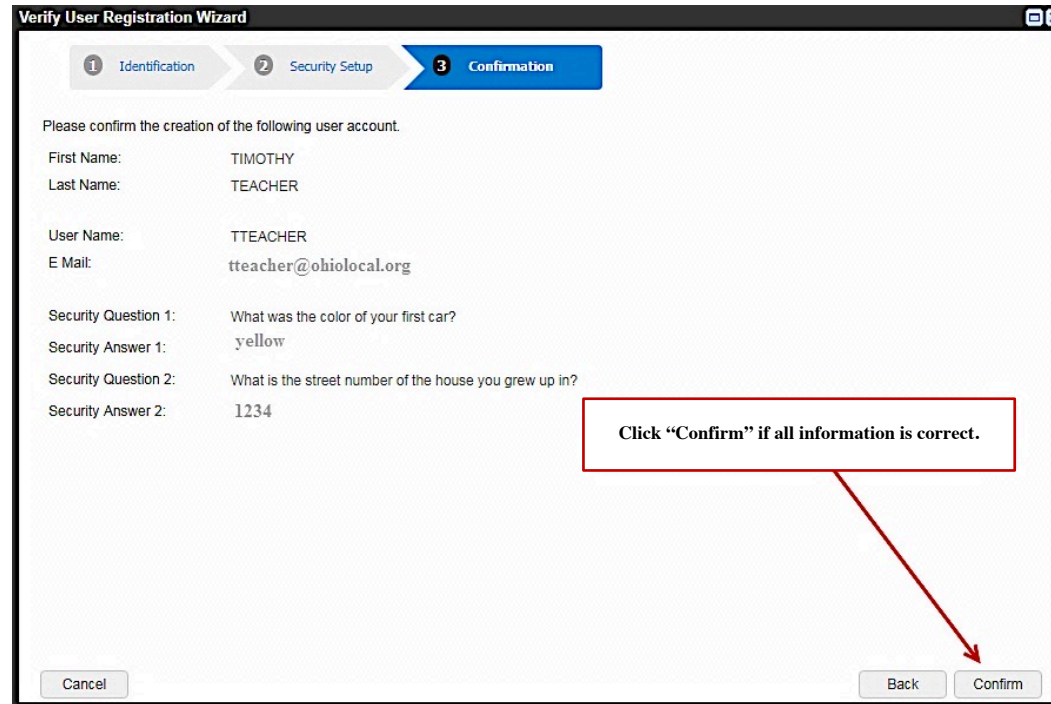
Please confirm your password: Enter new password here [] [] [] []

Cancel Back Next

Step 3

Review the information on the Confirmation screen.

- If all information is correct, click “Confirm.”
- If you need to correct any information, click “Back” to return to the previous screen(s).



The screenshot shows a window titled "Verify User Registration Wizard" with three steps: 1 Identification, 2 Security Setup, and 3 Confirmation. The Confirmation step is active. The screen displays the following information for confirmation:

Please confirm the creation of the following user account.

First Name:	TIMOTHY
Last Name:	TEACHER
User Name:	TTEACHER
E Mail:	tteacher@ohiolocal.org
Security Question 1:	What was the color of your first car?
Security Answer 1:	yellow
Security Question 2:	What is the street number of the house you grew up in?
Security Answer 2:	1234

At the bottom, there are three buttons: "Cancel", "Back", and "Confirm". A red box with the text "Click 'Confirm' if all information is correct." has a red arrow pointing to the "Confirm" button.

Changing Your Password or Security Questions

If you want to change your password or security questions after your initial login:

1. Click on your name at the top of any page.
2. In the User Profile box, click "Change Password" or "Change Security Questions."
3. The screen shown on the next page will appear for you to make the changes.

Note: You can also view your login history by clicking "View Login History."

The screenshot displays the Ohio Local Schools (9599) user interface. At the top right, the user's name "Steve Smith" is circled in red, with a yellow box containing the number "1" and an arrow pointing to it. Below the navigation bar, there are three main sections: "Additional Tools", "Outstanding Reports", and "Current Obligations". A "User Profile" modal window is open in the center, showing the user's details: User Name: SteveS, Name: Smith, Steve, E Mail: (blank), and Last Logon Date: (blank). At the bottom of the modal, there are three buttons: "Change Password", "Change Security Questions", and "View Login History". A yellow box containing the number "2" and two red arrows points to the "Change Password" and "Change Security Questions" buttons. The "Current Obligations" section contains a table with the following data:

Due Date	Description	Amount
09/12/2023	Payroll-reported contributions due	\$515.78
09/13/2023	PSC employer cost-Kimberly K	\$5,719.60
09/15/2023	Monthly PSC deductions due	\$811.23
	Payment received - not yet applied	-\$276.65

Change Password

1. Enter your current password.
2. Enter your new password following the rules at the top of the page. Then confirm it.
3. Click "Change."

Change Security Questions

1. Select your preferred security questions from the drop-down menu.
2. Enter your answers to the questions.
3. Click "Change."

Navigation Tips

Navigation on the Home Page

To navigate ESS on the home page:

1. Click a topic in the banner menu at the top of the page, or
2. Click a topic in the Additional Tools menu.

Note: Options in the banner menu and Additional Tools menu may vary depending on the type of access granted.

Navigation on Any Page

To navigate ESS on any page:

1. Click "Home" in the upper left corner of the page to return to the home page, or
2. Click a topic in the banner menu at the top of the page.

The screenshot shows the ESS home page interface. At the top, a red double-headed arrow labeled "banner menu" spans across the navigation links: Home, Make a Payment, Payment History, New Hire Notification, Reemployed Retiree Notification, Employer Reports, Deposit & Service Reports, and Withdrawal Certification. The "Home" link is circled in red. Below the banner menu, there are three main content areas: "Additional Tools", "Outstanding Reports", and "Current Obligations". A red arrow points to the "Additional Tools" menu. The "Outstanding Reports" section contains a table with the following data:

Report Type	Number of Reports
Service Credit Verification	1
Accrued Verification	1
Employment Verification Reports	3
Annual Reporting	1
Withdrawal Certification	2
Pay Date Calendar	1
Violation Period Certification	1

The "Current Obligations" section contains a table with the following data:

Due Date	Description	Amount
09/12/2023	Payroll-reported contributions due	\$515.78
09/13/2023	PSC employer cost-Kimberly K	\$5,719.60
09/15/2023	Monthly PSC deductions due	\$811.23
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At the bottom of the page, there is a "News & Alerts" section.