

## **Town of Holliston – Employee Self Service (ESS)**

To access ESS, you will need to know:

- Your employee ID number
- The last 4 digits of your social security number

To login to ESS, follow these steps:

- Go to the Town website <https://www.townofholliston.us/>
- Click on Departments
- Click on Human Resources
- Click on Employee Self Service on the left side of the screen
- In the far upper right corner, you will see a login icon. Click on it.
- Your user name is your Employee ID and last name with a capital first letter- example (1234Smith)
- Your temporary password is the last 4 digits of your social security number
- You will then be prompted to select a new password which must include at least 6 characters, a capital letter and a symbol. Example (Town#0602)

If you are unable to recall your username or password, use the prompts on the login screen.

Please call the Treasurer's Office at 508-429-0602 with any questions.