



Town of Beaufort
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MEMORANDUM

To: All Employees
From: Barbara Cooper, Human Resources Director
Date: June 15, 2022
RE: Employee Self Service (ESS) Portal

The new ESS portal is available for you to use. This portal will allow you to:

1. Access and print your paystubs.
2. View your tax withholding information.
3. Print new tax forms if changes are needed.
4. Print direct deposit forms if changes are needed.
5. View leave balances- Time off Request ARE **NOT** to be entered here.

This portal is web based, <https://broker.edmundsassoc.com/ESS/?municipalId=BEAUNC#LOGIN>

1. Click/Enter the web address above.
2. Click “Don’t have a username? Click here” to start the login process.

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TOWN OF BEAUFORT, NC

Username

Password

[Don't have a username? Click here](#)

Login

3. Enter your identifying information.
 4. Your Employee ID is located on your printed paystub at the top and listed as Employee NO
TOWN OF BEAUFORT
- | LOCATION | DEPARTMENT | EMPLOYEE NO |
|----------|------------|-------------|
|----------|------------|-------------|
5. Next you will choose a username. The username is not case sensitive and can be between 5-15 characters, alpha and numeric.
 6. Next choose your password. Password is case sensitive. It must contain one letter and one number.
 7. Click submit.
 8. You should be directed back to the login page where you can login with the username and password you created.

If you have questions call Tammy, Christi, or Barbara.