

Welcome to **Employee Self-Service (ESS)**, the platform you will use to access your paystub, view insurance benefit coverage, annually enroll/change benefits during open enrollment, and update your demographic information.

Employee Number: The employee number is your unique employee identifier starting with “ss”, provided to you upon hire. This number is critical and must be retained, as it displays on your paystub, and is required to log into ESS. Employee number is also referred to as “username” or “domain username” in other Archdiocesan platforms and throughout the ESS log in and password reset process.

If you are unable to locate your employee number, please contact your employer’s business manager, local benefits contact person, or Human Resources.

Important Tips to Accessing ESS

- Can ONLY be accessed from **Firefox** or **Chrome** from your **laptop** or **desktop** (no tablet, phone, or Chromebook)
- If you see a pop-up blocker/message at any point; click yes to Allow pop-ups/Allow all content
- Have your Employee Number (starting with "ss") readily available before you begin

Please follow the steps below to establish your ESS account login:

Step 1: Create a Password:

1. Go to <https://archpay.archstl.org>.
2. Click on the “Click here for password assistance” link, located below the log-in fields.
3. Find the image of a key and click on "Reset Password." This will take you to a new window, “Forgot your password”, where you will enter your **Employee Number** in the “*Enter Username” field, then click "Continue."
4. Enter the answers to the two security questions. Click "Continue."
5. Enter and confirm your new password. Once your password is successfully created, you may login to Employee Self Service (ESS).

Step 2: Login and Navigation:

1. Return/Go to <https://archpay.archstl.org> and enter your Employee number and newly created password.
2. Click on the "gray globe" at the top left of the page. The globe will turn blue once you've successfully logged into the ESS portal.
3. Under "Bookmarks" you will see drop-down menu options for “Employee Self-Service” and "PayChecks." Hover your mouse over the option you would like to select.
4. Click “**Benefits**” to:
 - View “**Current Benefit**” selections at any time after your enrollments have been received and processed;
 - Enroll/change benefits during the annual “**Open Enrollment**” process; and view open enrollment selections;
 - View benefit plan descriptions; and
 - Update your home address, phone number and dependent information.
5. Click "**PayChecks**" to:
 - Access/print your paycheck information. A welcome screen will open titled "Archdiocese of St. Louis Document Self-Service for Paychecks."
 - View/print paychecks under "View My Documents" menu, click on "My PayChecks." Please note: You may need to turn off pop-up blockers in order to proceed through this step.
 - Open individual paychecks by clicking on the magnifying glass to the right of each pay date.
Note: You may notice your specific work location address will appear in the top left of the printed paycheck statement. If you work at multiple locations, this will only show your "home" location.
 - If you would like to receive an email notification each pay date; under the "My Delivery Settings" menu, click on "PayChecks." Enter your primary email address and then click "Submit."

Step 3: Logging Out:

- For security of your information, make sure to "LOGOUT" of Document Self-Service and Lawson/INFOR Self-Service windows when finished accessing your benefit and pay information.
- Both logouts are located at the top right of the screen.

Please email any Employee Self Service questions to Humanresources@archstl.org or call the Office of Human Resources at 314-792-7540 and we will be happy to assist you.