

Employee Self Service (ESS) Assistance Fact Sheet

<https://wahrms.wa.gov>

To view and print your earnings statement

Here is some helpful information about logging in to your ESS account.

- Your ESS logon ID is your 8 digit personnel number which will either be e-mailed to you or your supervisor
 - include the preceding zeros if your number is less than 8 digits (ex: 00123456)
- Password is case sensitive
- You must have an e-mail address in your ESS account to obtain or reset your password. This is either your personal e-mail address provided to us during the recruitment process or your work e-mail address, if one has been provided to you
- The email cannot be your parks shared e-mail address, use your personal e-mail address if you are not provided a work e-mail address

Instructions and a guideline to help you obtain and reset your own password:

- Press First Time User or Reset Password link from HRMS Portal webpage <https://wahrms.wa.gov>
- Enter your 8-digit personnel number (ex. 00123456)
- Enter the email address associated with your ESS account
- Press Submit

You will receive an email to your personal email address that was provided to us during the recruitment process or your work e-mail address, if one has been provided to you, with a system generated password from noreply@dop.wa.gov. The system generated password you receive from the "no reply" email is 10 digits.

- Enter your 8-digit personnel number
- Either cut and paste, or carefully type in the temporary password
- Press Log On
- Re-enter the temporary password (Old Password)
- Create your new password
 - Must be a fresh password (ESS remembers the last 9 passwords used)
 - Must be at least 8 and no more than 10 digits
 - Include a special character, a number and a letter (ex. password#1)
- Re-enter the new password
- Press Change

If you need further assistance please contact the Department of Enterprise Services at ServiceCenter@dop.wa.gov

Local 360-664-1960 Toll Free 877-664-1960