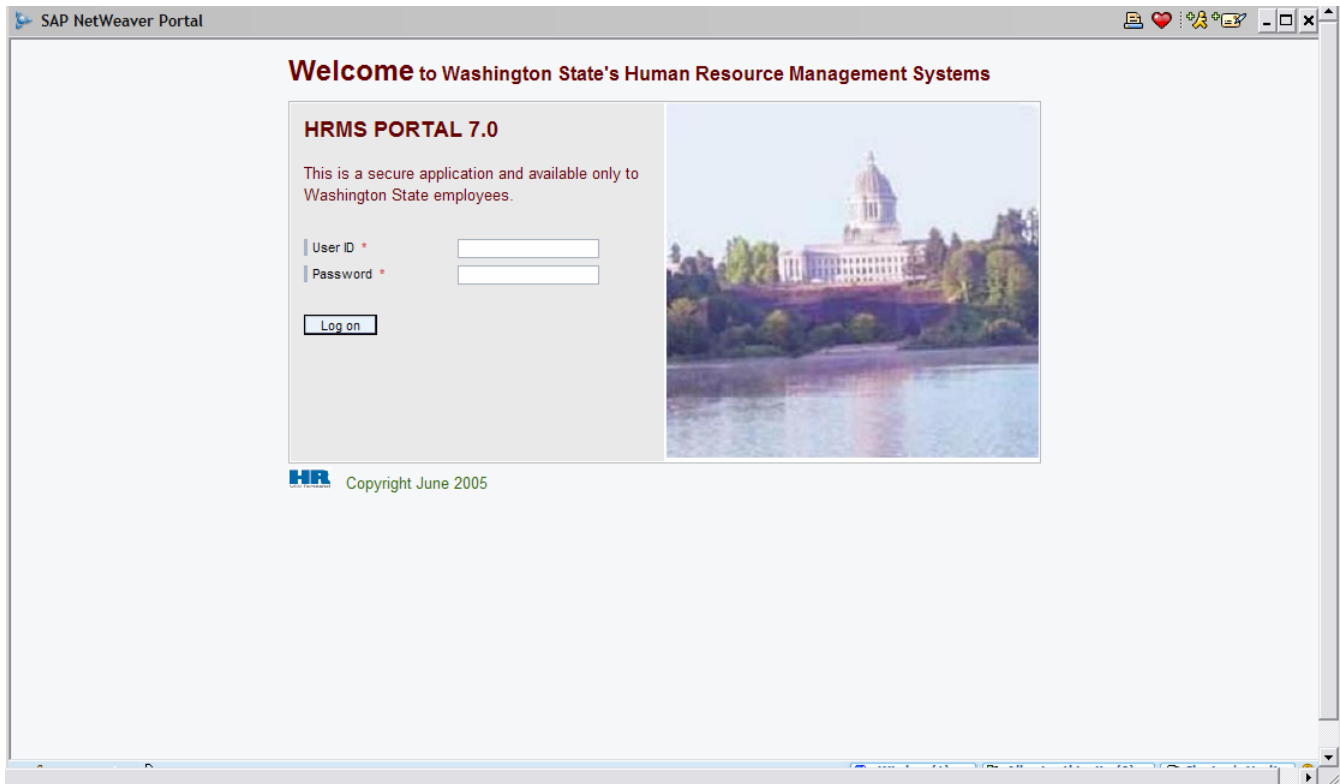


Quick Start Instructions

Login to Employee Self Service

1. Use the link to the Log-on to Employee Self Service to bring up the portal sign-on screen.
Note: If you wish you can go directly to the portal from any internet browser by entering this URL: <https://wahrms.wa.gov/irj>
2. You will be at the following screen:



3. Enter your eight digit User ID and New Portal password. (Passwords were distributed after May 19)

SAP NetWeaver Portal

Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL 7.0

This is a secure application and available only to Washington State employees.

User ID *

Password *

Sample – Please enter your user ID and New Portal Password

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4. You will get a message that says your password has expired.
5. You will need to reset your password. To do this, re- enter your temporary password in the “Old Password” field.
6. Now enter a new password that fits the following criteria:
 - **A minimum of 8 characters**
 - **Include at least one number**
 - **Include one upper or lower case letter**
 - **Include at least one special character (such as @, &, #, \$,)**
 - **Can not begin with a question mark (?) or an exclamation (!)**
 - **Can not contain your name or any part of your name**
7. Confirm your new password by re-entering it in the “Confirm Password” field

Welcome to Washington State's Human Resource Management Systems

Password has expired

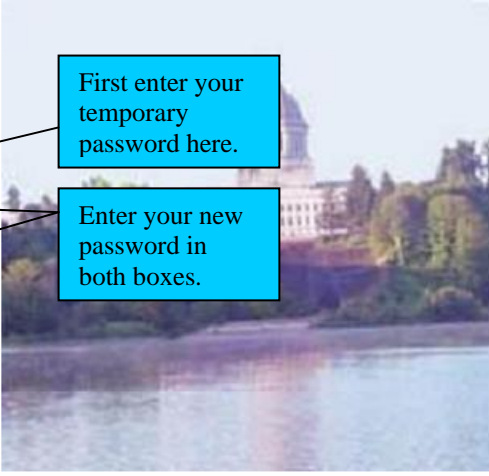
Change Password

User ID:

Old Password:

New Password:

Confirm Password:



First enter your temporary password here.

Enter your new password in both boxes.

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8. You are now logged in!

Welcome - SAP NetWeaver Portal

Welcome **CHERIE WILLHIDE** [Help](#) | [Log Off](#) **HR**

Employee Self Service

Welcome | [My Personal Information](#) | [My Earnings Statement](#)

Welcome | History | Back Forward

Welcome

Employee Self Service

- **My Personal Information** – Click on this link above to update your personal information, including address, emergency contact and email.
Before performing any activities in E-Recruiting, enter your email address here (select "Email Update"). This email address will be available in E-Recruiting the following day.
- **My Earnings Statement** – Select this option to view and print any earnings statement from the current year. ESS also retains the final earnings statement of the previous calendar year until May of the current year. The list is refreshed in January. If you need a specific earning statement that is not available on the list, contact your payroll office.
- **Password problems?** If you enter an incorrect password three times, you will be locked out of the system and will need to contact your agency's help desk to have your password reset.
- **Need help?** Go to www.dop.wa.gov/ess or contact your agency's help desk.