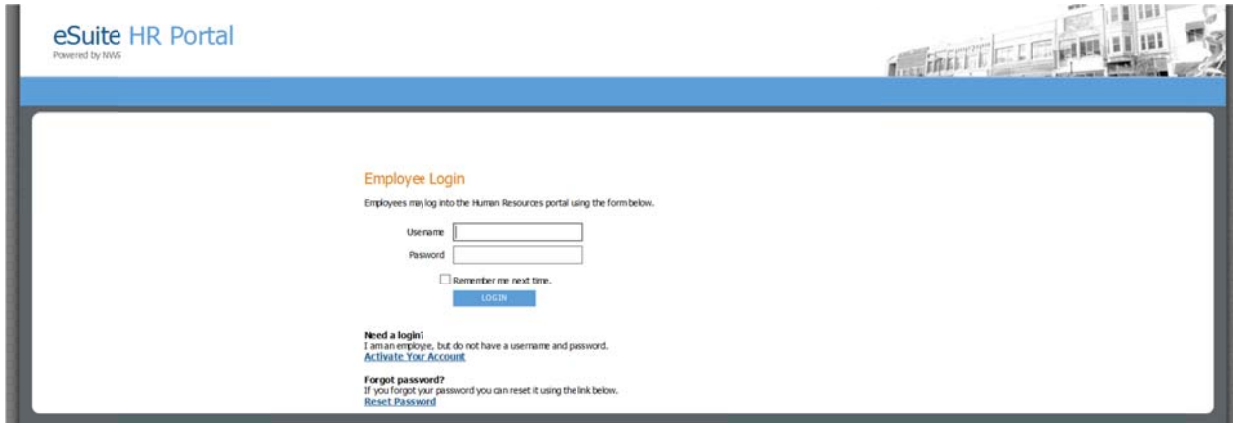


Warren County Employee Portal Guide

The Employee Portal allows employees to view address, contacts/dependents, direct deposits, current position and pay rates, recent and previous paychecks, print 1095-C form, view summary of current and historical deductions, view a summary of current tax withholdings and print W-2 forms.

Employees can access the portal through the following link: <https://esuite.warrencountyny.gov/>. Employees will need to activate their account by clicking on the “Activate Your Account” link in the screen below.



The screenshot shows the 'Employee Login' page of the eSuite HR Portal. The page has a blue header with the logo 'eSuite HR Portal' and 'Powered by NWS'. Below the header is a white content area with the following elements:

- Employee Login** (Section Header)
- Text: "Employees may log into the Human Resources portal using the form below."
- Form fields: "Username" and "Password" (both with input boxes).
- Checkbox: "Remember me next time." with a "LOG IN" button below it.
- Text: "Need a login? I am an employee, but do not have a username and password. [Activate Your Account](#)"
- Text: "Forgot password? If you forgot your password you can reset it using the link below. [Reset Password](#)"

Once the link is clicked on, the following screen will appear requesting employee last name and Social Security number.



The screenshot shows the 'Activate Your Account' page of the eSuite HR Portal. The page has a blue header with the logo 'eSuite HR Portal' and 'Powered by NWS'. Below the header is a white content area with the following elements:

- Activate Your Account** (Section Header)
- Text: "Complete the form below to begin the account activation process."
- Verify Your Identity** (Section Header)
- Form fields: "LAST NAME" (input box), "SSN" (input box with dashes), and "CONFIRM SSN" (input box with dashes).
- Button: "CONTINUE..."
- Footer: "© 2016 eSuite"

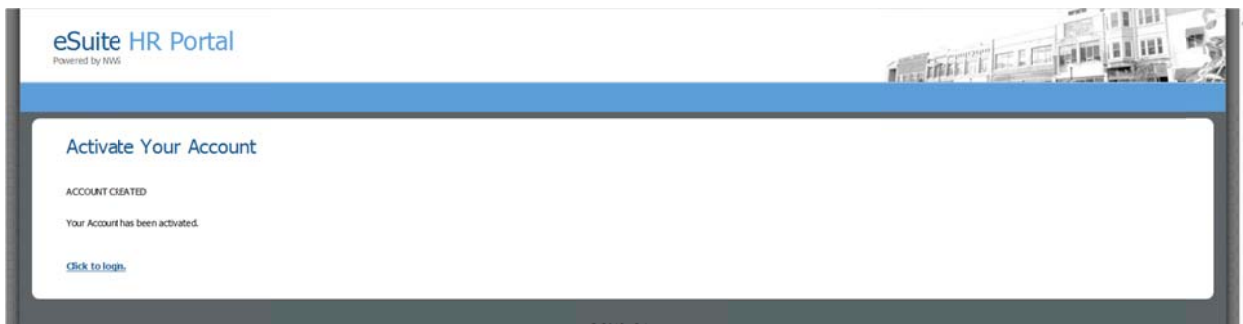
Warren County Employee Portal Guide

Once the above information is entered the following screen will appear requesting a user name and password. **IMPORTANT: this site contains personal and confidential information so do not share your username and password with anyone.**



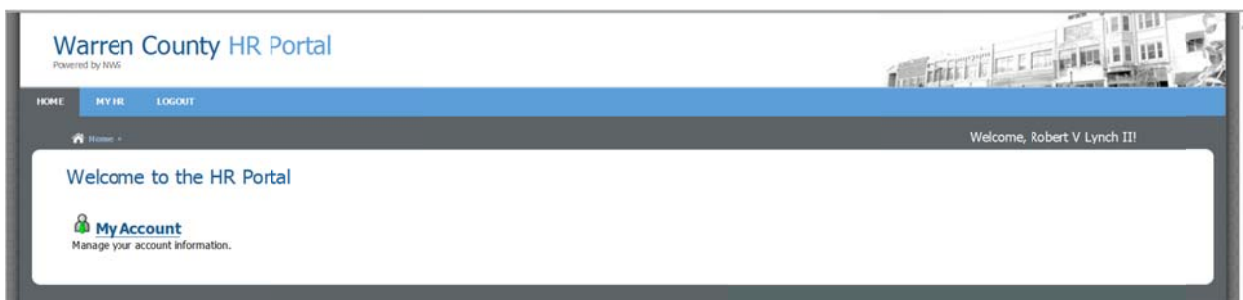
The screenshot shows the 'eSuite HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar. The main content area is titled 'Activate Your Account' and includes the instruction 'Complete the form below to begin the account activation process.' Underneath is the section 'Create Your Account' with three input fields: 'USERNAME', 'PASSWORD', and 'CONFIRM PASSWORD'. To the right of the password fields, there are two lines of text: 'Must be between 5 and 25 characters' and 'Must be between 5 and 25 characters'. A blue 'CONTINUE...' button is located below the confirm password field. At the bottom center, there is a small copyright notice: '© 2016 eSuite'.

Once the user name and password are created, the following screen will appear. Employee can then click on Login link below to log into the Employee Portal.



The screenshot shows the 'eSuite HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar. The main content area is titled 'Activate Your Account' and includes the text 'ACCOUNT CREATED' and 'Your Account has been activated.' Below this text is a blue link that says 'Click to login.' At the bottom center, there is a small copyright notice: '© 2016 eSuite'.

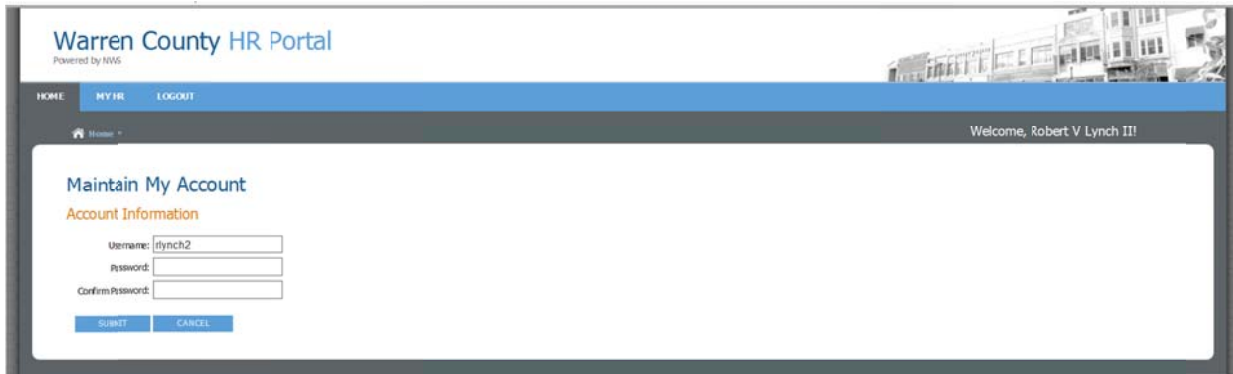
Once logged in, the following screen will appear. Employee can click on My Account below to change password.



The screenshot shows the 'Warren County HR Portal' header with the text 'Powered by NWS'. Below the header is a blue bar with navigation links: 'HOME', 'MY HR', and 'LOGOUT'. Below the blue bar is a dark grey bar with a home icon and the text 'Home' on the left, and 'Welcome, Robert V Lynch III!' on the right. The main content area is titled 'Welcome to the HR Portal' and features a 'My Account' section with a lock icon and the text 'Manage your account information.'

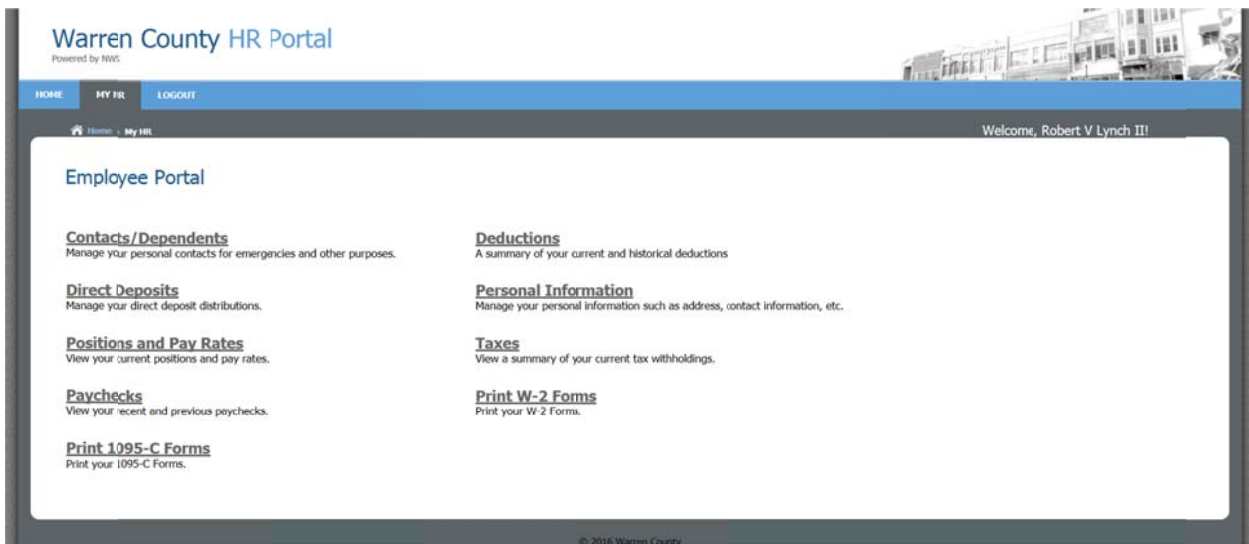
Warren County Employee Portal Guide

Once My Account is clicked on, you can change your password using the following screen.



The screenshot shows the 'Warren County HR Portal' interface. At the top, there is a navigation bar with 'HOME', 'MY HR', and 'LOGOUT' tabs. Below the navigation bar, a welcome message reads 'Welcome, Robert V Lynch III'. The main content area is titled 'Maintain My Account' and contains a section for 'Account Information'. This section includes three input fields: 'Username' (containing 'dlynch2'), 'Password', and 'Confirm Password'. Below these fields are two buttons: 'SUBMIT' and 'CANCEL'.

To access the options available in the portal, the employee can click on the MY HR tab which will open the following screen. By clicking on the option name, the employee can gain access to view or print.



The screenshot shows the 'Warren County HR Portal' interface with the 'MY HR' tab selected. The main content area is titled 'Employee Portal' and contains several sections with links and descriptions:

- Contacts/Dependents**: Manage your personal contacts for emergencies and other purposes.
- Direct Deposits**: Manage your direct deposit distributions.
- Positions and Pay Rates**: View your current positions and pay rates.
- Paychecks**: View your recent and previous paychecks.
- Print 1095-C Forms**: Print your 1095-C Forms.
- Deductions**: A summary of your current and historical deductions.
- Personal Information**: Manage your personal information such as address, contact information, etc.
- Taxes**: View a summary of your current tax withholdings.
- Print W-2 Forms**: Print your W-2 Forms.

At the bottom of the page, there is a copyright notice: '© 2016 Warren County'.

Employees should review the information under each section and direct any questions and report any discrepancies to Human Resources or Treasurer's Payroll Department as follows:

Human Resources – Contacts/Dependents, Positions and Pay Rates, Personal Information and Taxes.

Treasurer's Payroll Department – Direct Deposits, Paychecks, 1095-C Form, Deductions and W-2 Form.