

Inactivate Reporting Official/ESS Users:

The Employer Administrator for the agency can inactivate any user's Employer Self Service account, except their own, from the MANAGE USERS module.

STEP 1 – After successfully signing into the Employer Self Service site, open the Manage Users page located under the Admin heading on the navigation menu.

Employer Self Service # Home Report * Services * Account *	Admin 🕶	🚱 Site Help 🛔 John Doe (Z999) 🛭 🖨 Log off
Contact Representative 🔀	Manage Users	Available Forms 🗸 Open
Welcome to Employer Self Service!		

Employer Self Service will display all users set up for the employer.

lanage l	leere					
ne Manage Use	rs page allows the er	nployer administrator to manage I	ESS user accounts. Current acc	ounts are disp	played in the Manage Use	ers grid. To edit an existi
er account, clic	k on the User Name	link. To add new ESS user accou	nts, click 🗛dd User 🛓			
Users						
Filter By:	Select Role	~			Items Per Pa	ne: All Y
r nitor Dyr						
User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
		ESS Administrator	9/8/2020 11:49:01 AM	Yes		
jdoez999	DOE, JOHN					
jdoez999	DOE, JOHN					

STEP 2 – To inactivate a user, select the appropriate username link.

ilter By:	Select Role	~		Items Per Page	e: All 🗸
User Name	' .me	Assigned Role	Active	Account Locked?	PIN Locked?
jdoez999	DOE, JOHN	ESS Administrator	Yes		
susieQz999	JONES, SUE	ESS Employer Reporting	Yes		

Employer Self Service will navigate you to the Edit User screen

STEP 3 – Deselect the Active checkbox.



Employer Self Service # Home Report	Services Account Admin	❷ Site Help 🛔 John Doe (Z999) 🖙 Log off
	Contact Representative 🐷	Available Forms 🗸 Open
Edit User		
Edit User allows the employer administrator to reset forgo Please Note: Resetting the password and/or PIN will get delete their Contact Person record. To delete a Contact I Edit User	otten password and PIN information, update the selected user nerate email correspondence to the selected ESS user. Inactiv Person record, go to the Contact Persons page.	s security role, and inactive the selected account. ating an ESS user will disable their login but not
Contact Person:	JONES, SUE	
User Name:	susieQz999	
	Reset Password Reset PIN	
Role:*	ESS Employer Reporting	
E-mail:	SUE.JONES@EMPLOYER.GOV	
	Update Cancel	
. L		

Step 4 – Click Update to save the User Information

Note: Once a user has been inactivated, the user will no longer have access to the employer's information in the Employer Self Service site. If this person is no longer working for the employer and is set up as a contact person, you should also remove them as a Contact/Person for the employer.