How to Set Up Employee Self Service (ESS) Two-Factor Authentication Secondary Email
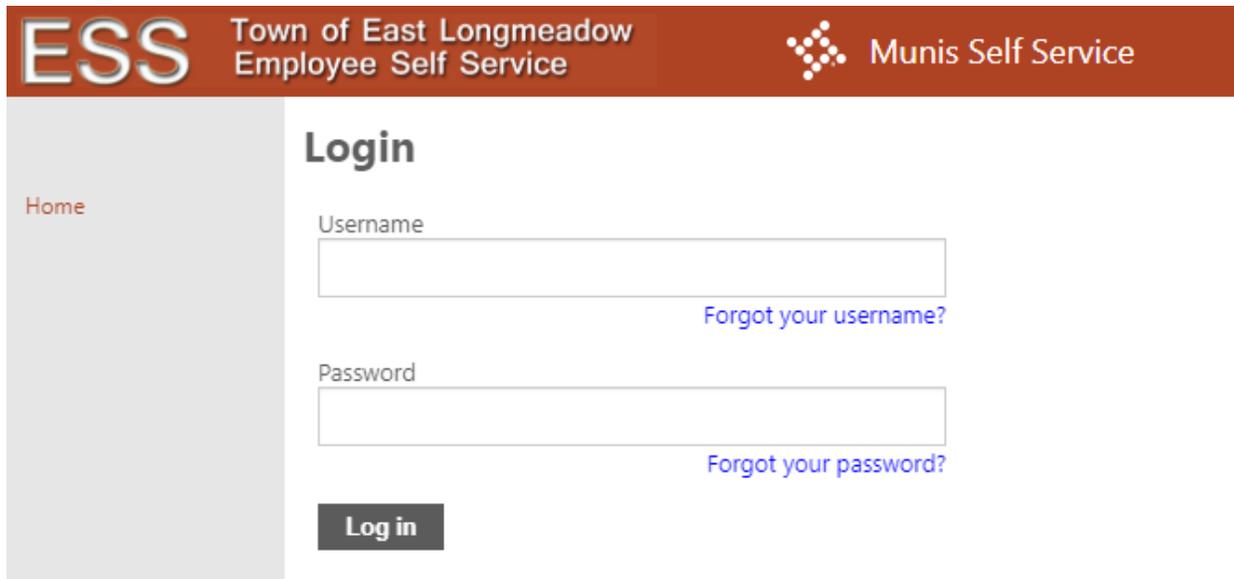
Employee Self Service (ESS) outside our network link: https://mss.eastlongmeadowma.gov/mss
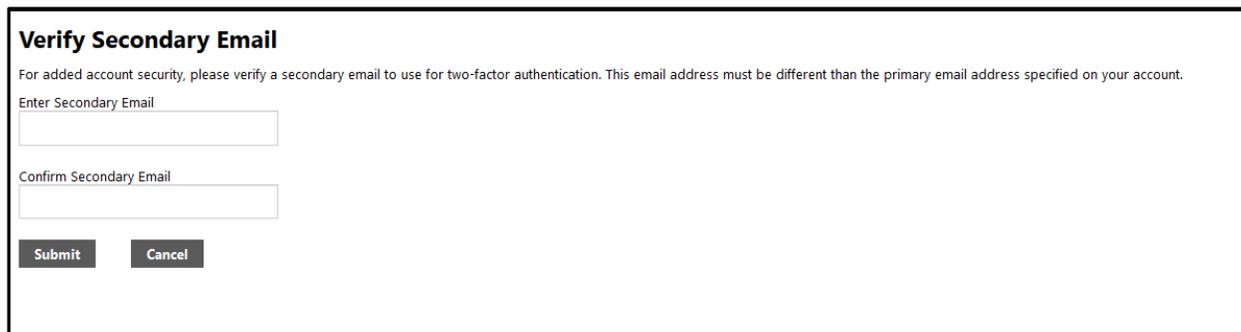
Click **Log In**

Enter your **Username** (firstname.lastname) and your network **Password** and select **Log in**

When you log in to ESS for the first time you will be prompted to set up a secondary email address. This email address must be different than your East Longmeadow email address.

After clicking the Submit button, ESS provides a Verify Secondary Email dialog box.

Verify Secondary Email

An email has been sent to your secondary email address. Please enter the code you received in the textbox below to continue.

Security Code

Resend

Submit   Cancel

You will receive a security code at your secondary email address from munis@eastlongmeadowma.gov.

Note: If you don't see the email with your security code in your secondary email address inbox, check your secondary email address spam folder.

Enter that security code in ESS and select Submit to complete your log in process.

Your Security Code - Tuesday, April 7, 2020 12:58:11 PM

N   NoReply@MUNIS.com
To   Raven, Jason

Please enter the following security code to continue.

Security code: 498770

If this e-mail message was sent to you in error, or you are having problems logging on to the site, please contact the site administrator.

Once you have set up your secondary email address, each time you enter your Username and Password in ESS, you will receive a new security code at your secondary email address that you will have to enter in to ESS to complete the log in process.