CITY OF FLAGSTAFF
PAYROLL

How to Create Your Account in Employee Self Service (ESS)

1. Click on the link in CityNet

2. Reinstatement Account: Enter the information on the Login page.

If you had an account in the old ESS, the system will try to reinstate you. Enter your old ID and password.

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New Account: Enter the information as a New User to register in ESS.

You will need your Hire Date to complete the registration. If you don't recall your Hire Date and…

You are a Benefit Eligible Employee; you can view your Hire Date from the HR Online Benefit Center.

If you are Not a Benefit Eligible Employee; please contact the Payroll Help Desk at **payroll@flagstaffaz.gov** or 928-213-2200.

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Once you have your Hire Date, complete the registration Information.

3. Email Confirmation

You should receive an email back confirming your ID setup and a link to activate your account.

**** Please save this eMail for future reference **** This eMail address was registered at Click2Gov3. To enable your eMail click on the link below.

Attention AOL Customers - you must copy and paste the URL into the Address Box.

If you have any questions, please call [enter city phone number].

Thank you and have a nice day.

Click this link to enable your account: https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fflag-egov.aspgov.com%2FClick2GovESS%

4. Employee Self Service User ID

Your ESS ID is unique to ESS. It is different than your NaviLine ID and the password cannot be changed with the Central Square Password Sync Utility (PSYNC). Please contact Payroll to reset your password.

If you experience any difficulties, please contact the Payroll Help Desk at
payroll@flagstaffaz.gov or 928-213-2200.