Employee Self-Service
www.montgomerycountymd.gov/eportal

Employee Self-Service (ESS), available at **www.montgomerycountymd.gov/eportal**, provides Montgomery County Government employees with access to their personal and benefits information. ESS is the fastest and most convenient way to check, update and manage personal data (e.g., home address, emergency contacts), request employment verification for rental and mortgage applications and benefit selections, or print pay slips and W2.

Emergency Contact Information – Complete within 1 week of hire date

- You are responsible for entering your emergency contact information in ESS within one week of your start date and maintaining accurate and up-to-date emergency contact information while employed at the County.
- This information is critical in the event the County needs to reach your emergency contact.
- Updates are immediate and are not connected to your beneficiaries.

How to Update Your Emergency Contact Information
1. Go to **www.montgomerycountymd.gov/eportal** to access the AccessMCG login screen.
2. Enter your username and password, and click the **Log In** button.
3. Click the **Employee Self-Service** link.
4. Click the **MCG HR Employee Self-Service** button.
5. Click the **Emergency Contacts** link.
6. You will see your existing emergency contacts displayed, if you have previously entered an emergency contact.
7. You can **Add, Delete or Update** your emergency contact information by using the buttons.
   Note: A first and last name and at least one phone number are required for each emergency contact. All other fields are optional; however, it is highly recommended that you identify someone as a Primary Contact. In the event of an emergency, the County will attempt to contact the primary contact first.
8. Click the **Apply** button located on the far-right side of the screen.
9. After you submit your changes, you will see a confirmation that your changes have been applied.
10. You may log out of the systems using the **Log Out** link at the top right side of the screen, or you may click the **Home** link to return to the Home screen.

Employment Verification Requests

- If you would like to submit a request for employment verification, you must complete the online form in ESS.
- Once you have completed the online employment verification request form, the automated system will send a verification letter directly to the email address you provide (e.g., your property rental office or mortgage lender).
- The County uses a standard employment verification letter, which provides the following employment details: 1) hire date; 2) termination date; 3) annual salary; 4) position title; and 5) department.

Address and Name Changes

- You are responsible for maintaining your current home address and phone number in ESS.
- Legal name change requests may be submitted, with supporting documentation, to the Records OHR mailbox using the Name Change form. The form must be first obtained by contacting **R**ecords Management **records.ohr@montgomerycountymd.gov** an**d** requesting the Name Change form.

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- Instructions to update your emergency contacts are on the next page of this document.

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Address and Name Changes

- You are responsible for maintaining your current home address and phone number in ESS. This ensures you receive critical information that is mailed to your address on record such as W2s and Benefits information.

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Office of *Human* Resources

Updating Your Emergency Contact Information

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