

## Employee Self-Service Frequently Asked Questions

### **How do I get to the login page?**

The self-service portal is available from any device with Internet access at:  
<https://salemma.munisselfservice.com>

### **I forgot my username / password. What do I do?**

Your username is your first initial + last name + last four of your social security number.  
Example – jsmith1234.

If you don't know or have forgotten your password please use the "[Forgot your password?](#)" link to have your password hint, and a reset link emailed to you.

Please remember when –

logging in for the first time, your password is the last four of your social security number  
creating a new password, it must be at least 8 characters long and contain at least one -  
upper & lower case letter, number and one non-alphanumeric character.

Example -W1tchclty.

### **I would like to receive a direct deposit email. What do I do?**

Log in and navigate to Personal Information. Use the Address / E-mail Change link to edit or enter your email address. Direct deposit notifications will be sent to the first email address listed.

### **I'm logged in, but can't find the holiday listing. Where is it?**

Holidays, tax withholding and other useful items including the mandatory Conflict of Interest training link are all available via the "Resources" drop down at the upper right of the screen.

### **I can't find my way back to the welcome screen. How do I get there?**

Simply click on the Home link at the top of the navigation bar.

### **Is my information secure?**

Yes, your information is encrypted and will remain secure so long as you protect your username and password.

### **How do I logoff?**

Click your name, at the upper right, and chose Log Out. Please be sure to log out each time you use the portal.