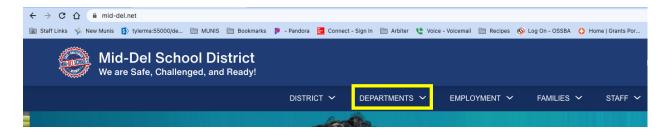
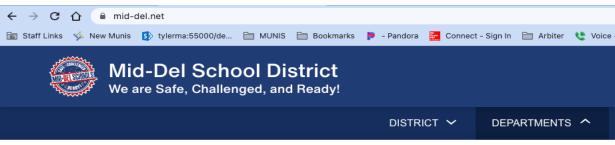
How to access Employee Self-Service (ESS)

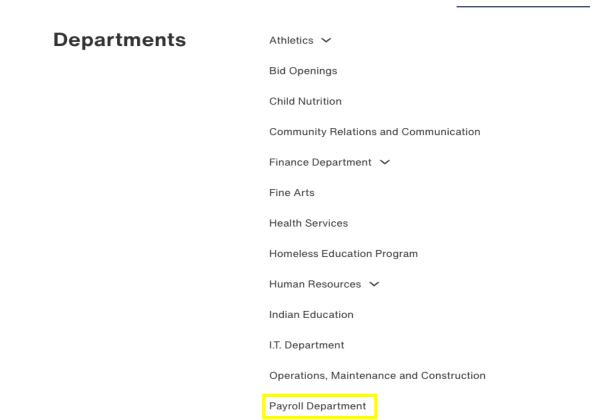
>Go to www.mid-del.net

>Select Departments

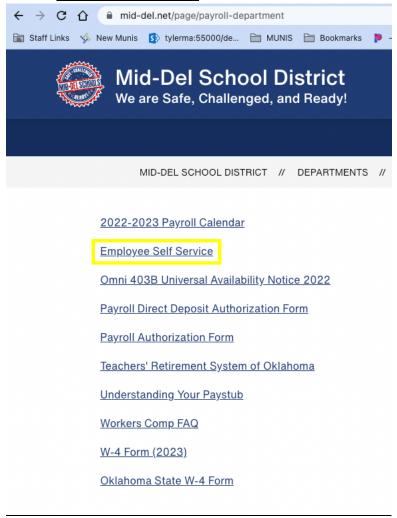


>Select Payroll Department

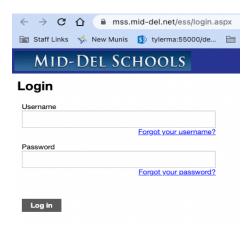




>Select Employee Self Service from the list on the left



>Enter your username and password. ESS is available to current employees and former employees.



To login for the first time, you will use your first initial and last name followed by the last 4 of your SSN. You password will be the last 4 of your SSN. You will then be prompted to change your password. Example below:

Username – jdoe1234 Password – 1234

If you have logged in previously and have forgotten your password, just click the "Forgot your password?" link.

For ESS login questions, please contact Tresa Cantrell at 405-7373-4461, ext. 1278 or by email at tcantrell@middel.net.