

# ESS Mobile App Quick Start Guide

1. Download the app from the appropriate app store
  - If downloading from the Google Play Store, it's called Munis ESS
  - If downloading from the Apple App Store, it's called Munis ESS Mobile



Android



Apple

2. Upon a first time launch of the app, you will be introduced to a prompt to enter the mobile service URL, select the "Scan the QR code" (you will need to allow camera permissions on your phone) or manually enter the URL as shown below:

A screenshot of the app's settings screen. At the top, there are three buttons: 'Cancel', 'Settings', and 'Save'. Below this is a section titled 'WEB SERVICE URL' with a horizontal line underneath. There are two options: 'SCAN THE QR CODE' with a QR code icon and 'MORE...' to its right, and 'Manually Enter the Url' with a keyboard icon. Below these options, the URL 'https://cityofnewportricheyfl.munisselfservice.com/ess' is entered into a text field.

- Once you have scanned the QR code, you will be brought to the Sign-In Screen, as shown below:



User Name \_\_\_\_\_  
Password \_\_\_\_\_

Remember User Name

[Login](#)

[Forgot User ID or Password?](#)



4. After signing in , you will be brought to the home page, where you can view your last paycheck as well as your current accruals



Welcome



QUICK LINKS

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 LAST PAY CHECK

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Currently Available

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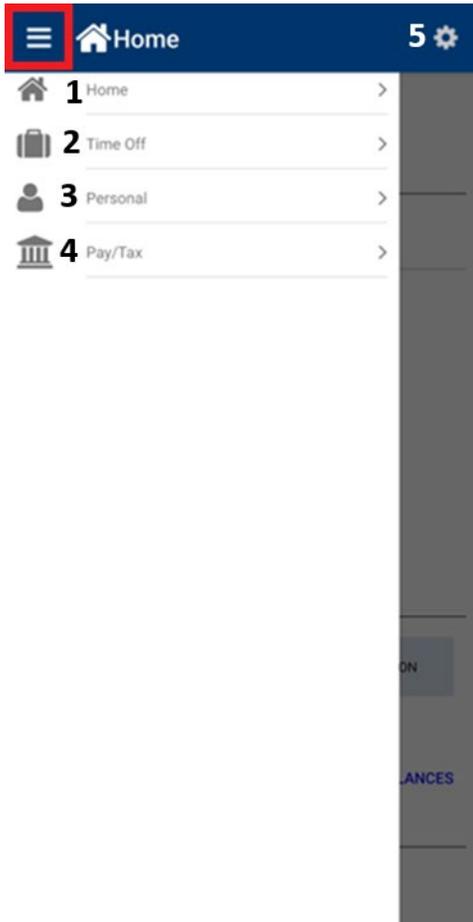


[VIEW ALL BALANCES](#)

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[VIEW FULL SITE](#)

5. Selecting the hamburger menu (highlighted below) will allow to access the following menu items:



1. Return to the Home Screen
2. View all of your accruals, as well as a history of your time off requests
3. View your personal info, including job position, emergency contact(s), etc
4. View your paystubs, as well as a Year-To-Date (YTD) Summary
5. Change Settings (***This should not be altered***)