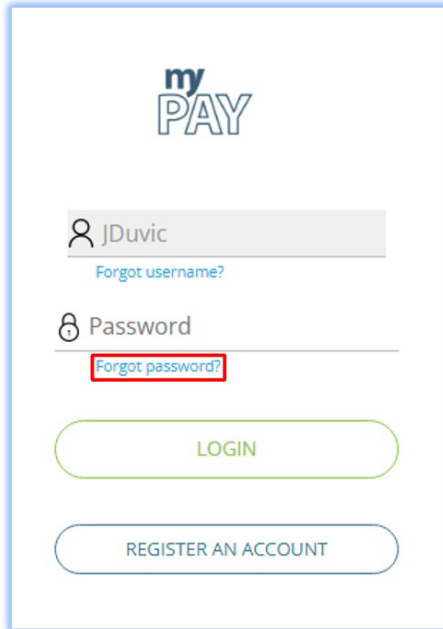
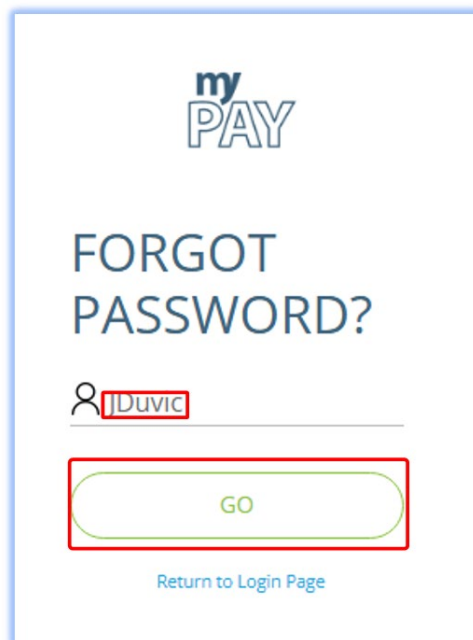


1. You will be able to reset your ESS Kiosk password by visiting the Employee Self-Service Kiosk login page here: [Pay-Net Employee Self-Service Kiosk](#)
2. Once you are there, you will enter your username and select "**Forgot Password**".



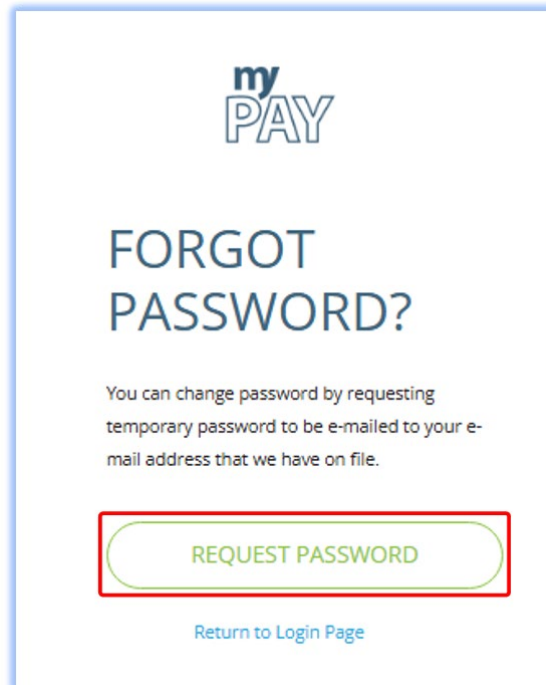
The screenshot shows the myPAY login interface. At the top is the myPAY logo. Below it is a username input field containing 'JDuvic' with a 'Forgot username?' link underneath. The password input field is empty, with a 'Forgot password?' link highlighted in a red box. Below the password field are two buttons: 'LOGIN' and 'REGISTER AN ACCOUNT'.

3. You will then enter your username again and select "**Go**".

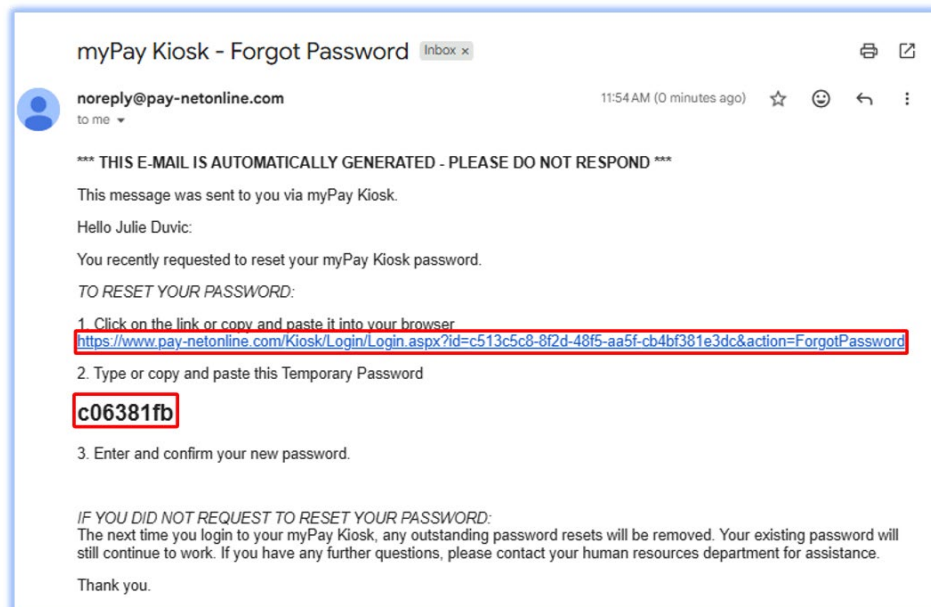


The screenshot shows the myPAY forgot password page. At the top is the myPAY logo. Below it is the text 'FORGOT PASSWORD?'. There is a username input field containing 'JDuvic' with a red box around the text. Below the input field is a 'GO' button, also highlighted with a red box. At the bottom of the page is a link that says 'Return to Login Page'.

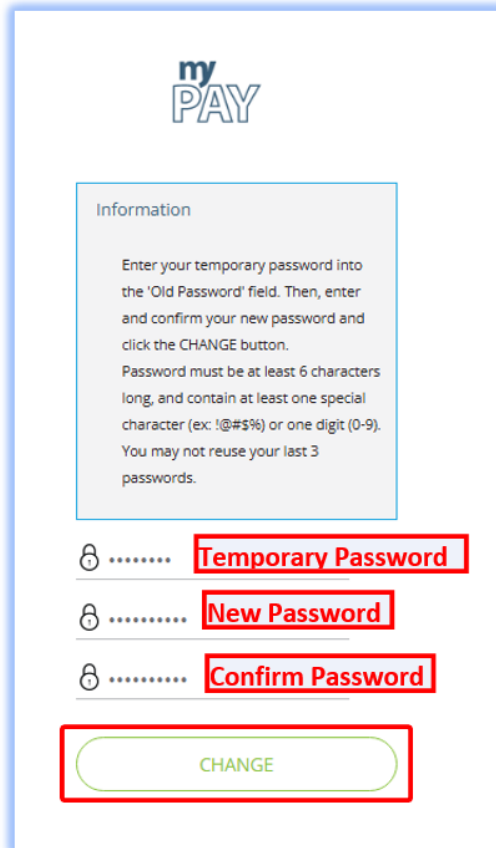
4. You can then select "**Request Password**", which will send you an email with a temporary password and instructions on how to reset your password.



5. You will follow the copy the **temporary password** sent in the email and click on the **hyperlink**.



6. Once you are to the **Reset password** screen, you will enter the **temporary password** from the email in the “**Old Password**” field, then will create a **new password** and **confirm this new password**. Once you are ready, you will click on “**Change.**”



my
PAY

Information

Enter your temporary password into the 'Old Password' field. Then, enter and confirm your new password and click the CHANGE button.

Password must be at least 6 characters long, and contain at least one special character (ex: !@#\$%) or one digit (0-9). You may not reuse your last 3 passwords.

🔒 **Temporary Password**

🔒 **New Password**

🔒 **Confirm Password**

CHANGE