



Employee Access: Registration Guide for Employees without a Town Email Address

Welcome to Employee Access – Your New Employee Portal!

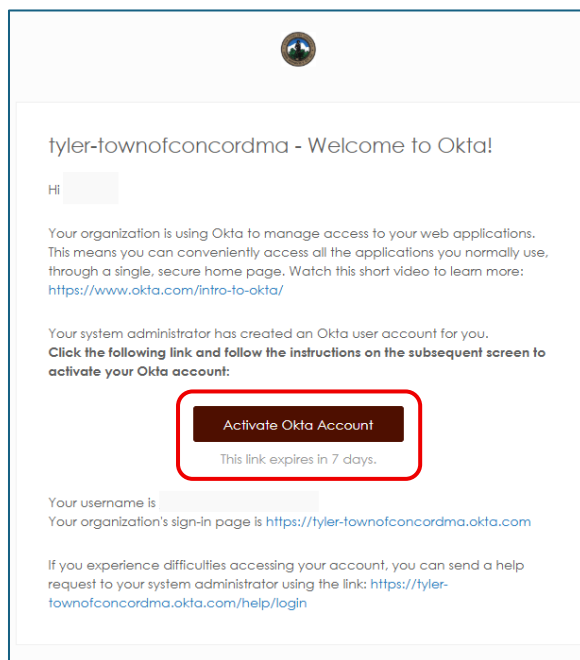
As part of our transition to Munis, the Town has moved all employee self-service functions from ADP to **Employee Access**, your new employee portal powered by Munis.

To get started, you'll need to register. Please follow the instructions below to register your account.

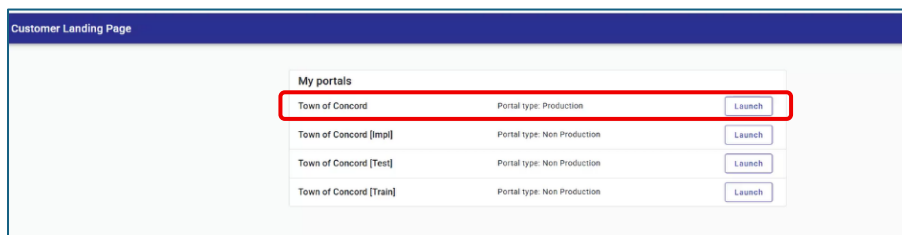
Step 1: Register for an Account

1. You will receive 2 emails: 1 from Tyler Technologies, and 1 from Okta.

Click on the activation link in the "Welcome to Okta!" email.



2. You will be prompted to create a password and choose a security image. Click **Create My Account**.
3. You may land on a **Landing Page**. Click the **Launch** button on the **Portal type: Production** option.



4. You will then be prompted to confirm your identity. Complete all required fields:
 - Email address where you received the activation link
 - Last 4 digits of SSN
 - Birth Date (MM/DD/YYYY)
 - Home Zip Code
5. Click Submit.

Step 2: You're In!

Once registered, you'll land on the **Employee Access Home Page**, where you can:

- View your pay stubs and tax documents (pay stubs will still also be emailed)
- Make updates to your tax elections and direct deposit accounts
- Check your leave balances (if eligible)
- Update your personal information

Need Help?

If you are having trouble with registration or something looks off, contact the Human Resources Department for assistance: hr@concordma.gov or 978-318-3025.