

When you access Empower for the first time, you must define yourself, your role, and your organization to enable Empower to provide your employee data.

The ESS user login pages have been consolidated into a single page, for ease of use.

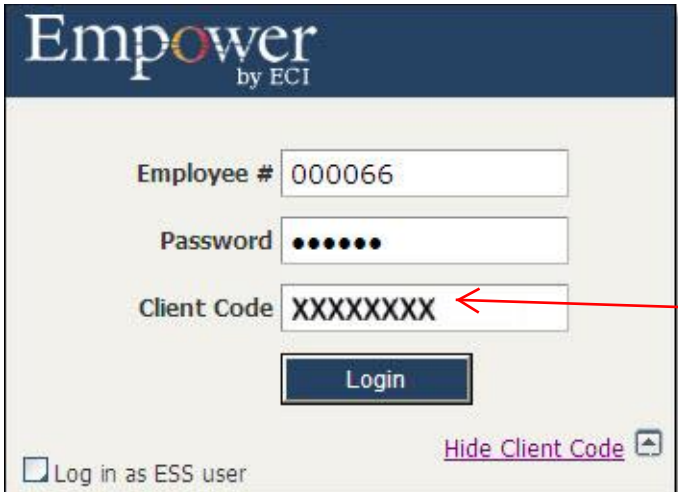
To access ESS, do the following:

1. Type <https://personal.ecipay.com/Prod/System/loginV4.asp> and press Enter.

A screenshot of the Empower by ECI login page. The page has a dark blue header with the Empower logo. Below the header, there are three input fields: 'Employee #' with an empty text box, 'Password' with an empty text box, and a 'Login' button. At the bottom left, there is a checkbox labeled 'Log in as ESS user'. At the bottom right, there is a link labeled 'Show Client Code' with a dropdown arrow.

### Empower Login

2. Enter your **Employee #** and **Password** in the corresponding fields.
3. Click the [Show Client Code](#) link.
4. Enter the client code given to you by ECI or your manager in the **Client Code** field that displays, as shown. **CCSJ's client code is caluc**

A screenshot of the Empower by ECI login page, similar to the previous one but with the 'Show Client Code' link clicked. The 'Employee #' field now contains '000066', the 'Password' field contains six dots, and the 'Client Code' field contains 'XXXXXXXX'. A red arrow points from a red-bordered box containing the text 'caluc' to the 'Client Code' field. At the bottom right, there is a link labeled 'Hide Client Code' with a small icon.

5. Select **Log in as ESS user** to log in with the ESS role you have access to. Normally, this is the EMPLOYEE role.
6. Click **Login**.
  - For first-time users, the *Login* screen displays with the **Environment** drop-down field, as shown:

- I. Enter your **Employee #** and **Password** in the corresponding fields.
  - II. If it is not already the default, select **Production** from the **Environment** drop-down list.
  - III. Enter the **Client Code** assigned to you by ECI or your manager.
  - IV. Click **Login** to access the client *Home Page*.
7. Upon login, a drop-down field displays on the right side of the Empower banner listing all roles to which you have access, as shown:



If you have access to additional Empower roles, you no longer need to log out and log back in to change roles. When you select a different role, the screen automatically refreshes to reflect the options available to that role.



**Note:** Please call Empower Support if environment switching applies to your company and you require assistance with this process.

When you log out, and subsequently log back in, the product remembers which role you logged into last and automatically logs you into the same role unless the **Log in as ESS user** check box was selected.