

First Time Users

In order to access your payroll information you must register with the ECI Empower System. To register follow the instructions below. You will need to know the following in order to complete the registration process.

- Your CCSJ ID number (9 digits)
Note: This is not your social security number. If you do not know this number call Melisha Henderson at 473-4229 or go to Specker Library and obtain your new CCSJ ID card.
- Your Social Security Number
- You must create a new Password/Pin Number

Instructions for Registering with ECI Empower::

- Click on the following link: [http:// www.ecipay.com](http://www.ecipay.com)
- Click on the *Log In* Tab, top right hand corner of the screen.
- On the left hand side of the screen under *Client Log In*, click on the *Empower* link.
- On the *Login Security Settings* page enter:
 - Employee Number: Your CCSJ ID number
 - Password: caluc
 - Click on Save button.
- On the *Self Service Secure Login* page, enter:
 - Add this page to your Browser's Favorites list.
 - Employee Number: Your CCSJ ID number
 - Password: The last 6 digits of your social security number.
 - Click on the *Login* button.
- On the *Login* page, enter:
 - Employee Number: Your CCSJ ID number
 - Password: The last 6 digits of your social security number.
 - New Password: Your new password
 - Retype New Password: Retype your password

The new screen will say Welcome and your name. To find your payroll information:

- Click on *Compensation* on the left hand side
- Click on *Pay checks*.

Returning Users

After you register the first time, the system will recognize you. Click on the Favorites site you created and login.