

# Welcome to Employee Self-Service (ESS)!

*A New Secure Website to Access your Paystubs!*



## What is Employee Self-Service (ESS)?

Your District/Agency is, or will be, using a new Human Resources and Payroll system provided by the Los Angeles County Office of Education. This new system gives employees easy, secure on-line access view and download their paystubs & W2s, view their leave balances and other various parts of their employee profile.



**Employee Self-Service (ESS)**



## How Do I Get My Log-In Information?

All employees will be receiving an ESS welcome email with their username and password.

Once you receive your login information, write your username and password below for easy access in the future. You will have the option to change your password upon login.





<b>Username</b>
_____@bestlogin.net

<b>Password</b>
_____



## How Do I Log In?

[Click Here to view video instructions.](#)

- 1 Navigate to the BEST Portal Website by entering the URL [bestportal.lacoe.edu](http://bestportal.lacoe.edu) in your internet browser (e.g., Google Chrome), and press Go.
- 2 Select the "Log in to Production" Button 
- 3 Enter your Username provided in your ESS welcome email and click the "Next" button. 
- 4 Enter the password provided in your ESS welcome email and click the "Sign in" button. When signing in for the first time, you will be required to answer some additional security questions to help reset your password in the future, in case you forget it. 
- 5 Click the "No" button when asked if you want to stay logged in; this will keep your password safe.
- 6 You have now successfully authenticated. Click the "Here" button to continue. 
- 7 Click on the ESS icon to explore your employee profile and pay stub! 