



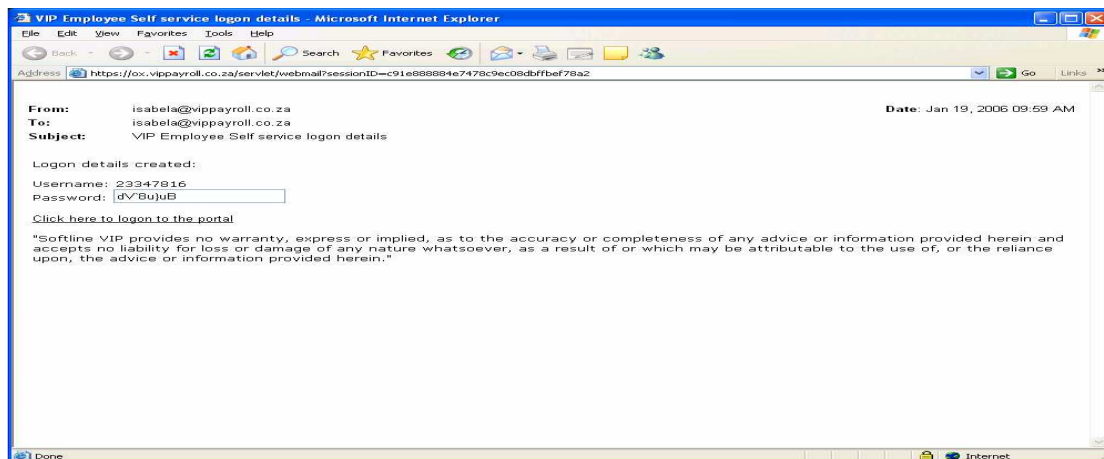
VIP EMPLOYEE SELF SERVICE (ESS) **LOGON INSTRUCTIONS:**

STEP 1

You will receive an e-mail from the VIP ESS Administrator with your username (8 digit – permanent)and ‘machine’password that you need to change to your own password.

The e-mail should read:

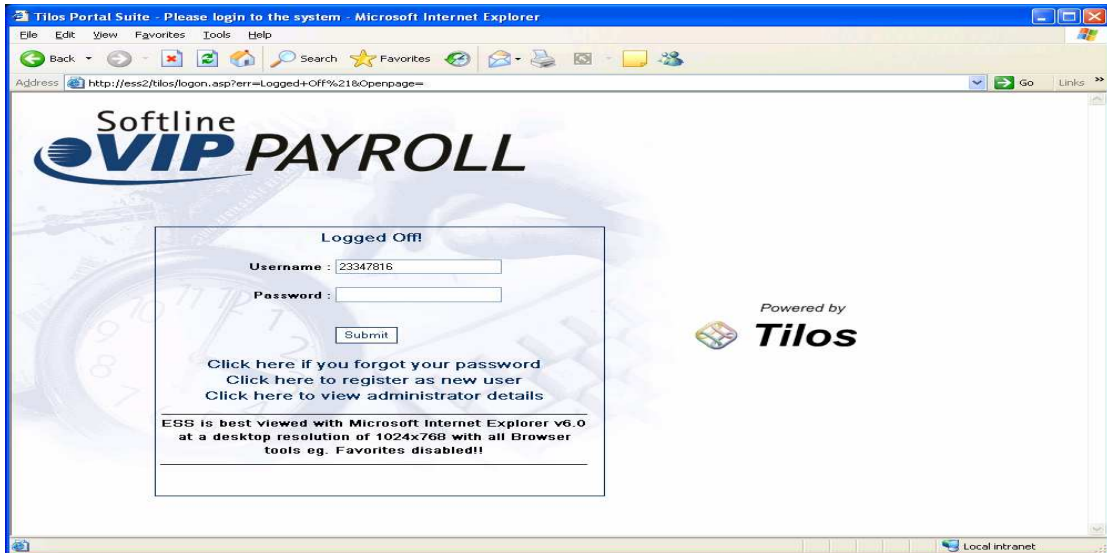
From: johannv@towergroup.co.za **VIP Self Service Logon Details**



Please print this e-mail as you will need the info to log onto the VIP ESS System. –Tip- copy password (right click and select copy)

STEP 2

Click on the hyperlink (<http://.....>) and you will be taken to the VIP ESS logon screen (please take note of the address in the address bar at the top – use this address to create a shortcut on your desktop to make future access easier). Or you can use the intranet where a shortcut has been placed.



STEP 3

Type in your username and password (right click and paste) AND click on Submit

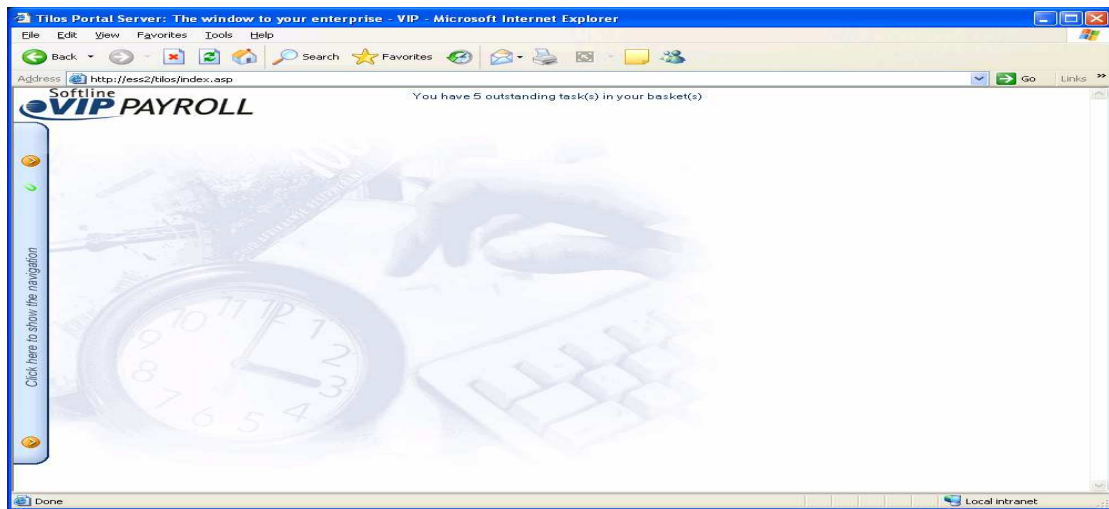
STEP 4



At Current Password type in the 'machine password' again (or right click and paste).
 At New Password choose your own password (7 letters & 1 number – case sensitive)
 AND repeat AND then click on Save.

STEP 5

You'll be taken to the VIP ESS menu. From here you'll receive training as to how to use the VIP ESS System.



Click on one of the orange circles on the left side of your screen to open and close the navigation menu.

****** PLEASE NOTE: ALWAYS USE LOGG OFF BUTTON ON NAVIGATION MENU TO EXIT AND NEVER USE X IN TOP RIGHT HAND CORNER TO EXIT.**