

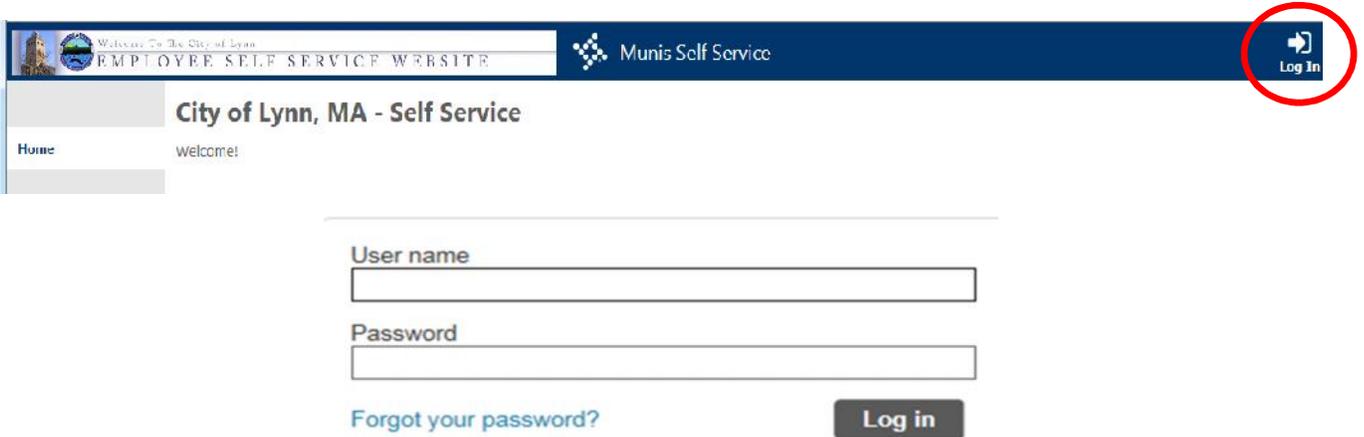
City of Lynn – Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the link below:

<https://lynnma.munisselfservice.com/LogOffConfirmation.aspx>

The following page will open. Click on Log In and a User Name and Password box will open.



Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number.

Example: Jsmith5555

Initially your password will be the last 4 of your Social Security Number. The first time you log on you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it. **Please note: If you have logged in before, your password has changed to whatever personal password you chose. It will not be the last 4 of your SSN after your very first log in.**



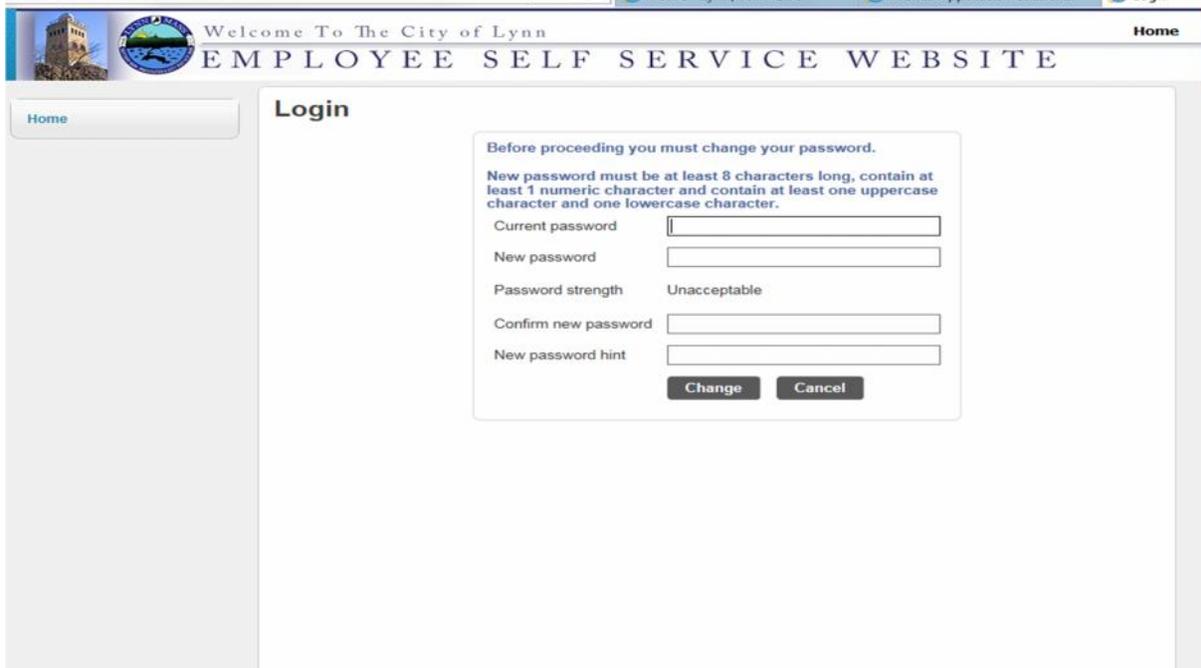
Enter your user name and password and click on Log in.

City of Lynn – Employee Self Service

Please note: If you have already changed your initial password to a personal password, please skip to page 3.

You will then be prompted with the below screen to change your password.

Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.



Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Before proceeding you must change your password.
New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

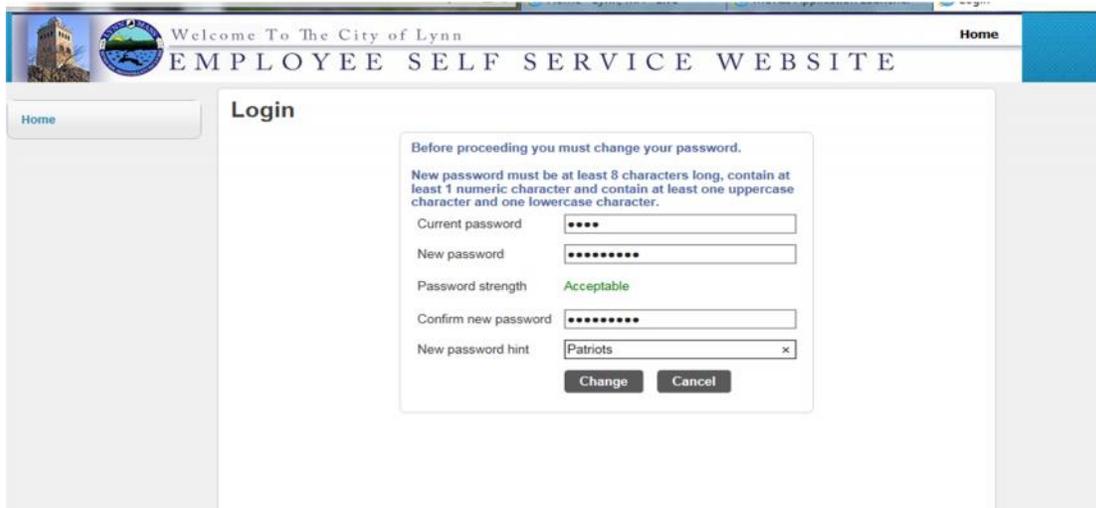
Current password

New password

Password strength Unacceptable

Confirm new password

New password hint



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Current password

New password

Password strength Acceptable

Confirm new password

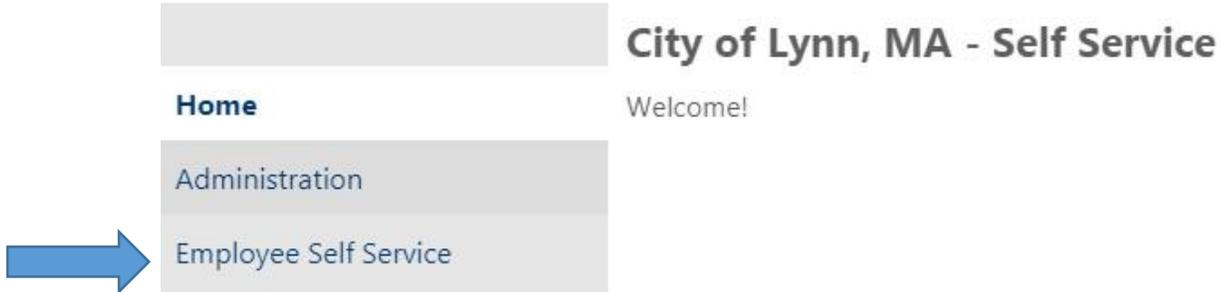
New password hint

Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

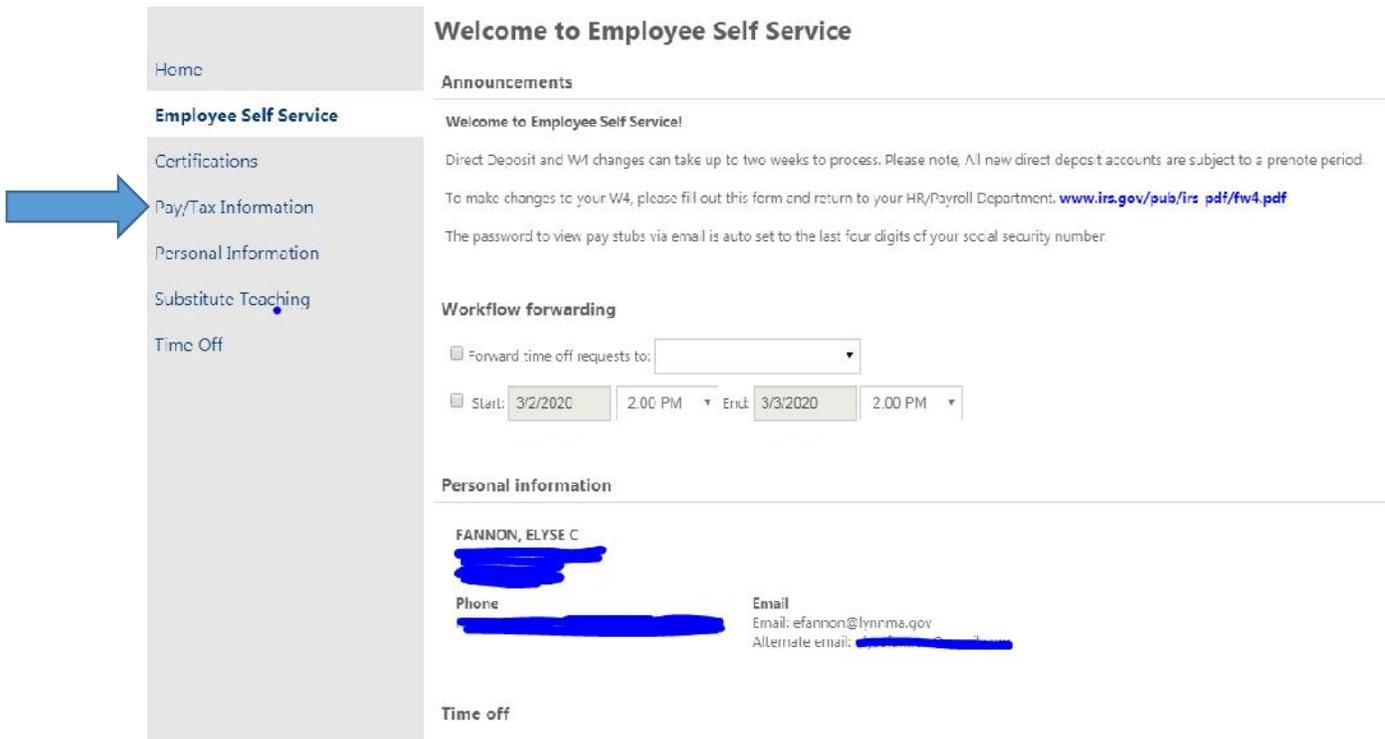
City of Lynn – Employee Self Service



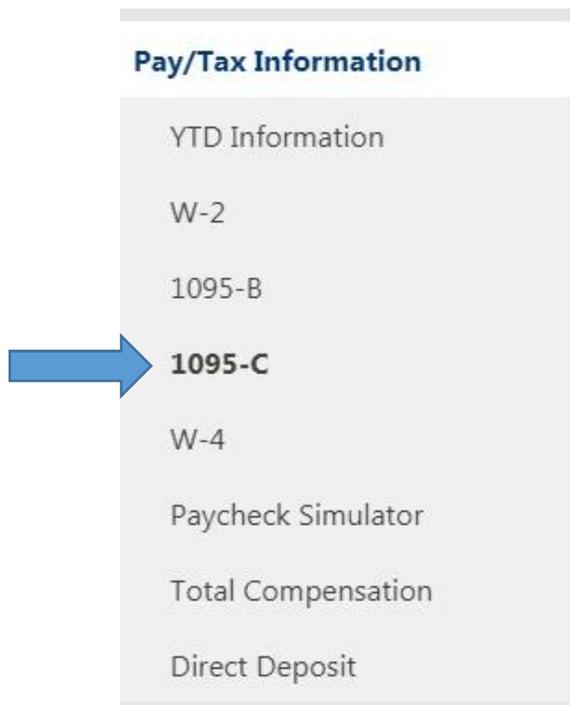
Click on Employee Self Service on the left hand side of your screen:



Click on Pay/Tax information on the left hand side of your screen:



Once you click on Pay/Tax Information, please click on 1095-C.



Below is a screenshot of the top of the page. Please click on the link that says “View 1095-C Image” (highlighted below)



This will generate a printable pdf of your 2019 1095-C form.

Code Definitions:

Box 14:

1H – City of Lynn did NOT offer you insurance coverage during this month. ***(Most likely you were not employed with City of Lynn this month!)***

1E - City of Lynn did offer you insurance coverage during this month.

1G – You were offered coverage even though you were not full time at any point in the year. ***(Most likely retirees only!)***

Box 16:

2A - You were not employed during this month.

2C – You have accepted and enrolled in the coverage offered this month.

2G – You did not enroll in the coverage offered this month.