

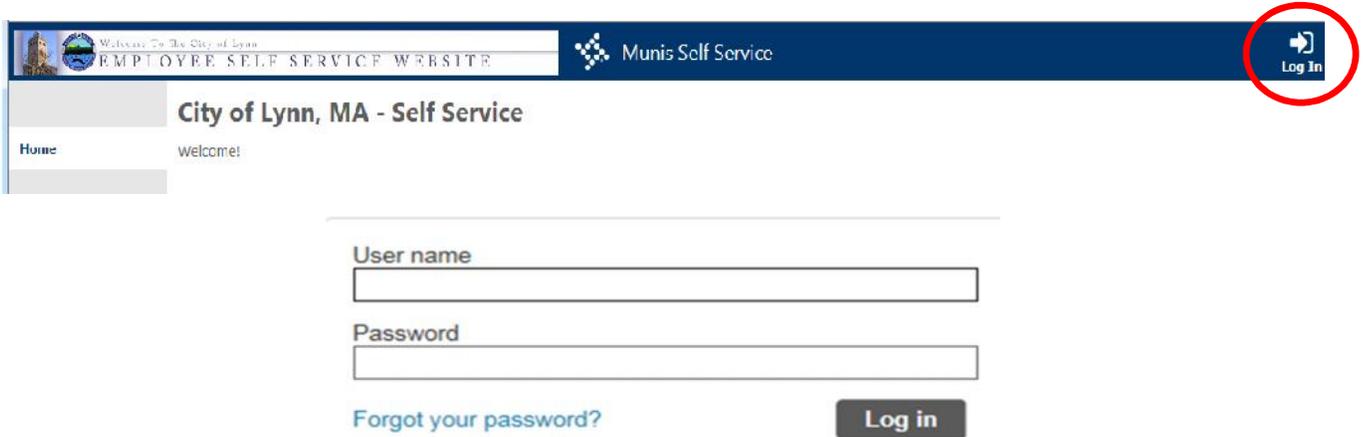
City of Lynn – Employee Self Service

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.



City of Lynn, MA - Self Service

User name

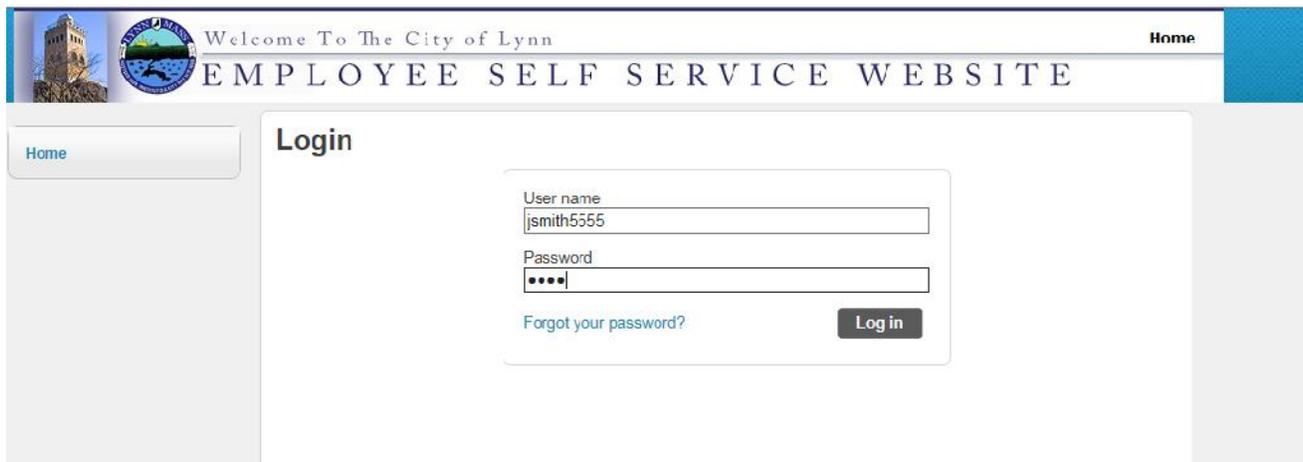
Password

[Forgot your password?](#)

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.



Welcome To The City of Lynn

EMPLOYEE SELF SERVICE WEBSITE

Home

Home

Login

User name
jsmith5555

Password
••••

[Forgot your password?](#)

Enter your user name and initial password (last 4 of your SSN) and click on Log in.

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

City of Lynn – Employee Self Service

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.

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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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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: 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.

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

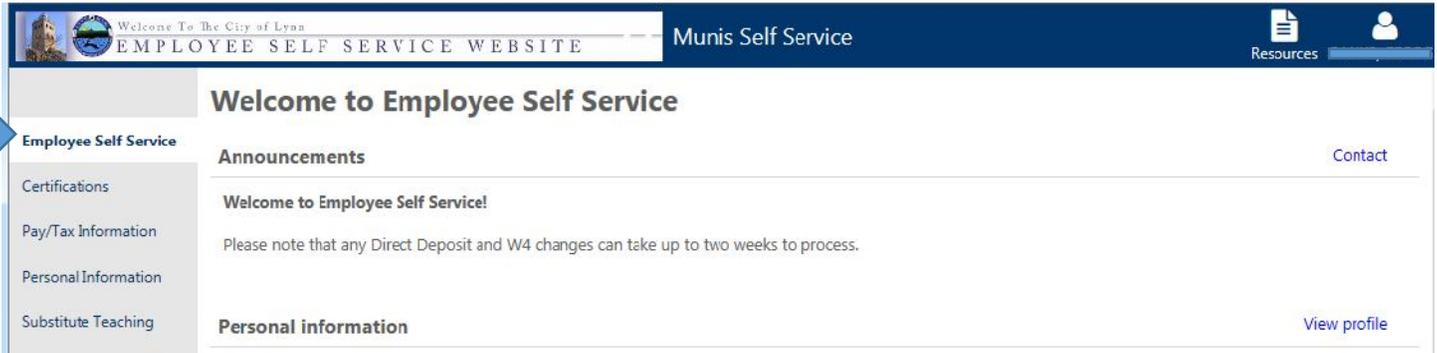
Home

Login

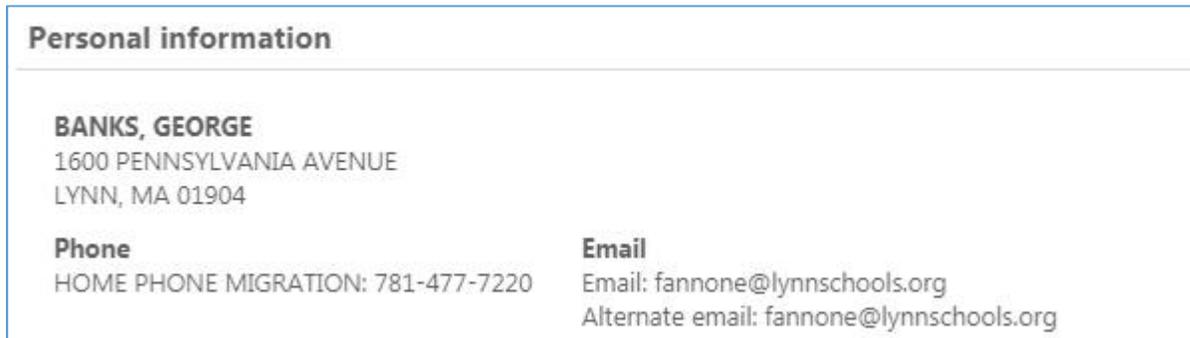
Your password has been successfully changed.

City of Lynn – Employee Self Service

Click on Employee Self Service to see a summary page with various details.



Once you choose Employee Self Service, please note the Personal information section.



Please review your NAME, ADDRESS and EMAIL ADDRESSES listed in this section. Please confirm the spelling of all of this information is correct. If any changes need to be made, please contact the Treasurer’s office immediately @:

efannon@lynnma.gov

or

dleblanc@lynnma.gov

Thank You!