

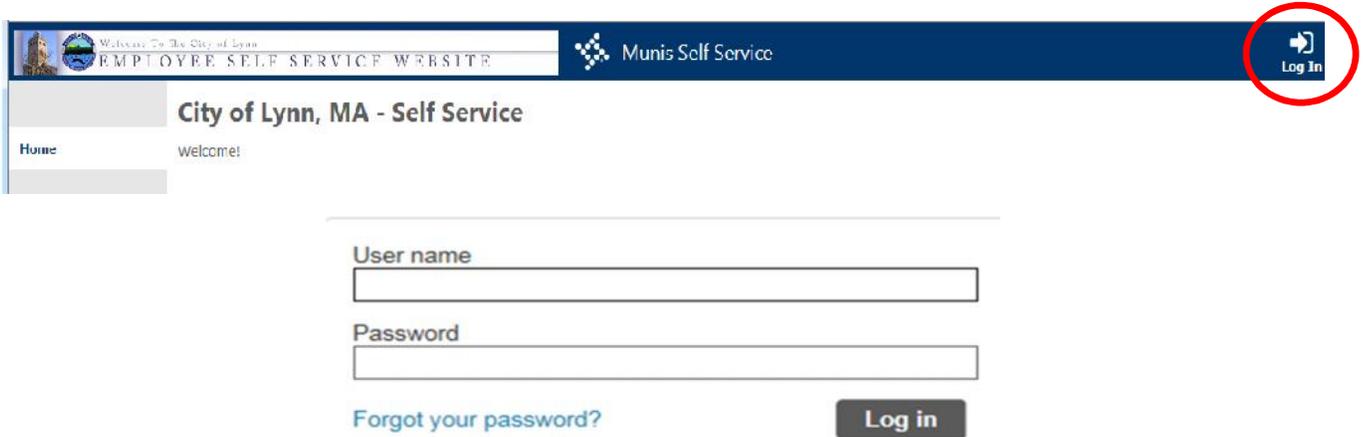
# City of Lynn – Employee Self Service

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

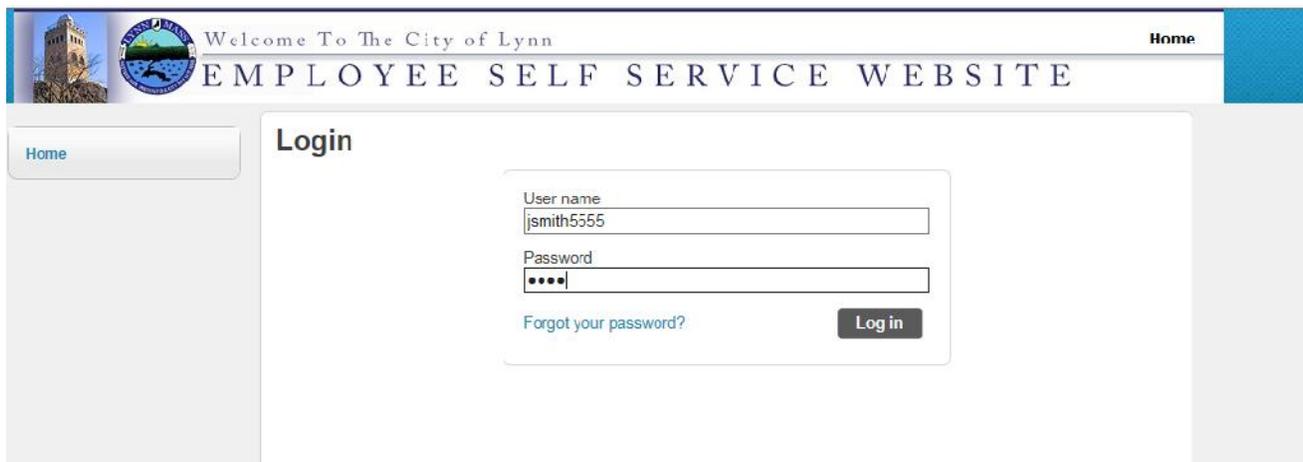
Password

[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. **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.**



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 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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### 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 Acceptable

Confirm new password

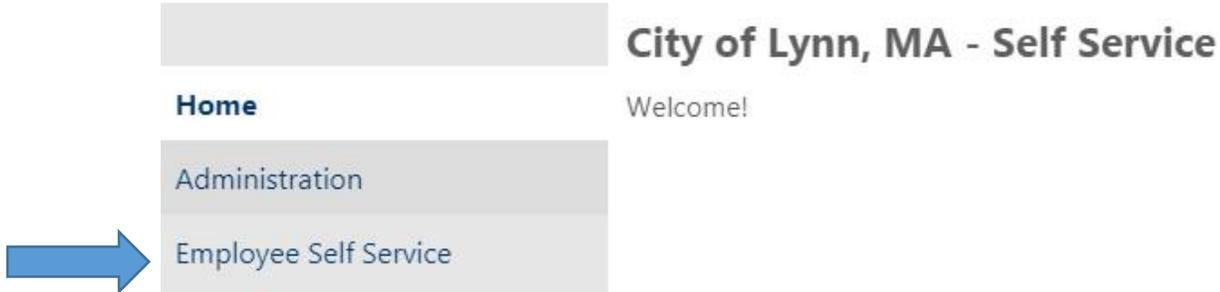
New password hint

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:

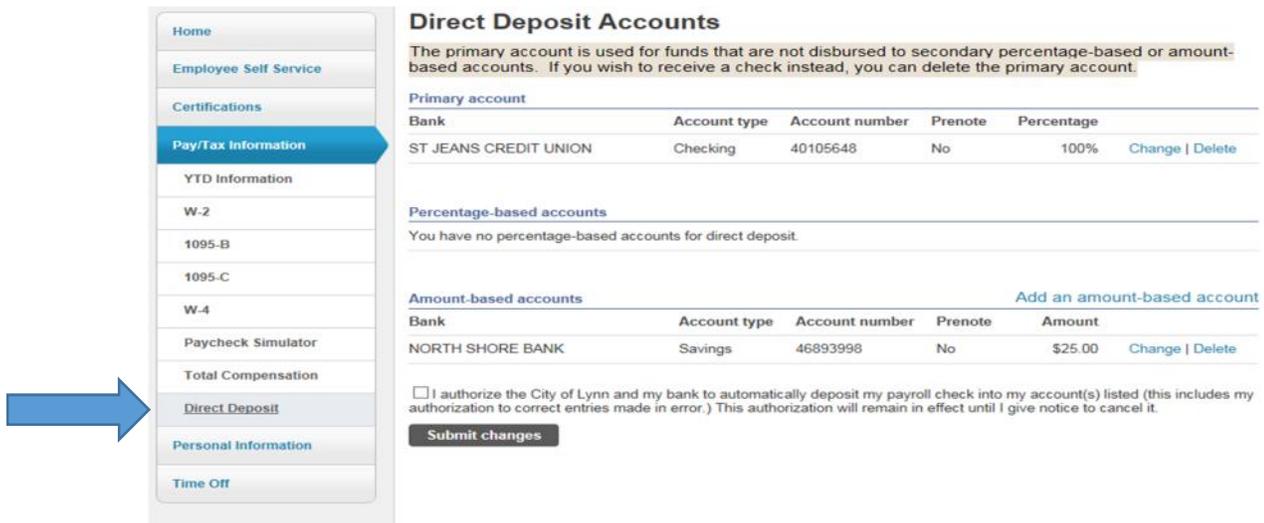


Click on Pay/Tax information on the left hand side of your screen:

You can change, add or delete your direct deposits.

Your Primary account would be where the balance of your check would go for 100% direct deposit. So if you choose \$25.00 to go to an amount based account and your check was \$525, the remaining \$500 would go to your Primary account.

Once the changes have been made you must check of the authorization box and click on Submit Changes. CHANGES to existing deposits done by Thursday nights will take affect on the following paycheck. Changes made after Thursday will take affect the following week.



## City of Lynn – Employee Self Service

To ADD a brand new bank account you would click on [Add an amount-based account](#)

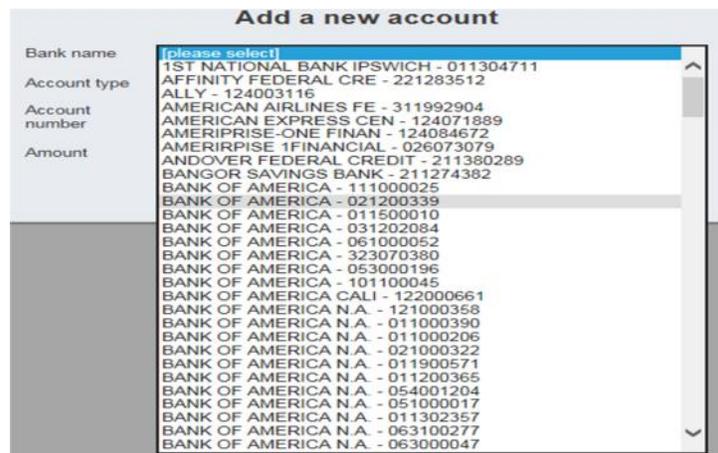
You must have your bank Routing Number which is located at the bottom of your check. If it a savings account and you don't know the Routing Number please inquire with your bank. There are banks, such as Bank of America, that have several different Routing Numbers.

If you are not comfortable ADDING a new bank for direct deposit you are still able to do this with the Treasurer's Office.



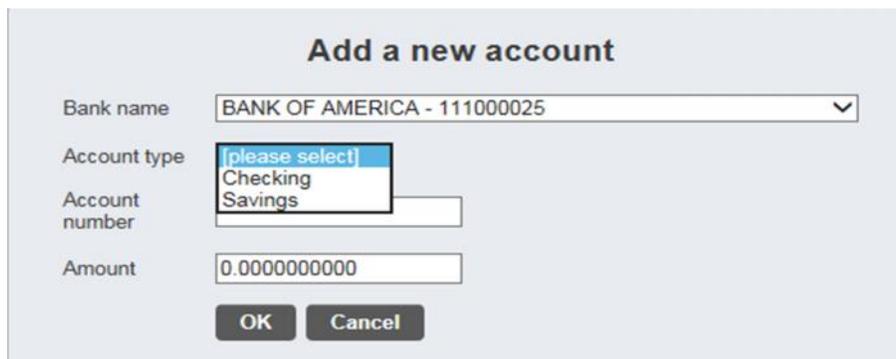
The screenshot shows a form titled "Add a new account". It contains four input fields: "Bank name" (a dropdown menu with "[please select]" selected), "Account type" (a dropdown menu with "[please select]" selected), "Account number" (an empty text box), and "Amount" (a text box containing "0.0000000000"). At the bottom of the form are two buttons: "OK" and "Cancel".

By choosing the Bank name drop down you can scroll to find your Bank name and then check to be sure the routing number is correct. Again, be sure you have the correct routing #.



The screenshot shows the "Add a new account" form with the "Bank name" dropdown menu open. The dropdown list contains the following entries: "[please select]", "1ST NATIONAL BANK IPSWICH - 011304711", "AFFINITY FEDERAL CRE - 221283512", "ALLY - 124003116", "AMERICAN AIRLINES FE - 311992904", "AMERICAN EXPRESS CEN - 124071889", "AMERIPRISE-ONE FINAN - 124084672", "AMERIRPISE 1FINANCIAL - 026073079", "ANDOVER FEDERAL CREDIT - 211380289", "BANGOR SAVINGS BANK - 211274382", "BANK OF AMERICA - 111000025", "BANK OF AMERICA - 021200339", "BANK OF AMERICA - 011500010", "BANK OF AMERICA - 031202084", "BANK OF AMERICA - 061000052", "BANK OF AMERICA - 323070380", "BANK OF AMERICA - 053000196", "BANK OF AMERICA - 101100045", "BANK OF AMERICA CALI - 122000661", "BANK OF AMERICA N.A. - 121000358", "BANK OF AMERICA N.A. - 011000390", "BANK OF AMERICA N.A. - 011000206", "BANK OF AMERICA N.A. - 021000322", "BANK OF AMERICA N.A. - 011900571", "BANK OF AMERICA N.A. - 011200365", "BANK OF AMERICA N.A. - 054001204", "BANK OF AMERICA N.A. - 051000017", "BANK OF AMERICA N.A. - 011302357", "BANK OF AMERICA N.A. - 063100277", and "BANK OF AMERICA N.A. - 063000047".

Next choose the Account Type, Checking or Savings. Type in your Account number and then the dollar amount you want to go to that account. Click on OK.



The screenshot shows the "Add a new account" form with the "Bank name" dropdown menu set to "BANK OF AMERICA - 111000025". The "Account type" dropdown menu is open, showing "Checking" selected and "Savings" as an option. The "Account number" field is empty, and the "Amount" field contains "0.0000000000". The "OK" and "Cancel" buttons are visible at the bottom.