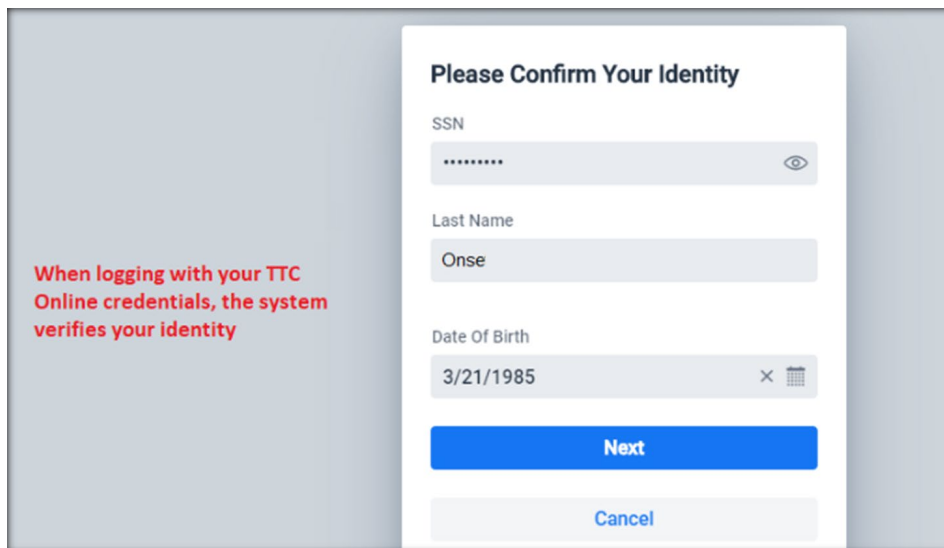


TTC Online's Employee Self-Service (ESS) Portal FAQs

How do I log into the ESS portal?

If you already have a TTC Online (TTCO) account, you can use your TTCO account to sign into the ESS portal:

1. Go to <https://ess.ttconline.com/>.
2. Enter your TTCO credentials and sign in.
3. If there is missing information from your TTC Online account that is required to access the ESS portal, you will be prompted to verify the missing information (e.g. your address, social security number (SSN), last name, etc.).



Please Confirm Your Identity

SSN
.....

Last Name
Onse

Date Of Birth
3/21/1985

Next

Cancel

When logging with your TTC Online credentials, the system verifies your identity

4. Accept the ESS Terms & Conditions.
5. Next, you will be taken to the main ESS dashboard where you can view/download your latest pay stubs or W-2 forms, if you've consented to receive them paperlessly. If you currently receive paper W-2s and would like to receive them paperlessly, see instructions below on page 5.

Don't have a TTC Online account?

If you do not have a TTC Online account, you will need to create an ESS account to be able to log in. To set up an ESS account:

1. Go to <https://ess.ttconline.com/> and click **Create Account**.

2. Enter your information (email address, SSN, etc.) to set up your account.*

** Note: The system verifies the entered information against the user information in our payroll system. In case of any discrepancy, the user will not receive the account confirmation email. If users are having difficulty registering, they may contact the ESS support team at clientservices@theteamcompanies.com with any questions or concerns.*



The screenshot shows the 'SIGN UP' form on the 'TTC ONLINE' portal. The form includes the following fields: Email, Password, Confirm Password, First Name, Last Name, Date of Birth, and SSN. Each field has a corresponding icon (person, eye, calendar, etc.). Below the fields is a blue 'Next' button. Underneath the button, there is a link for 'Already have an account? Login'. At the bottom of the form, there is a section titled 'Security of Account Login Credentials' with a paragraph of text explaining the requirements for enrollment.

TTC ONLINE

SIGN UP

Email

Password

Confirm Password

First Name

Last Name

Date of Birth

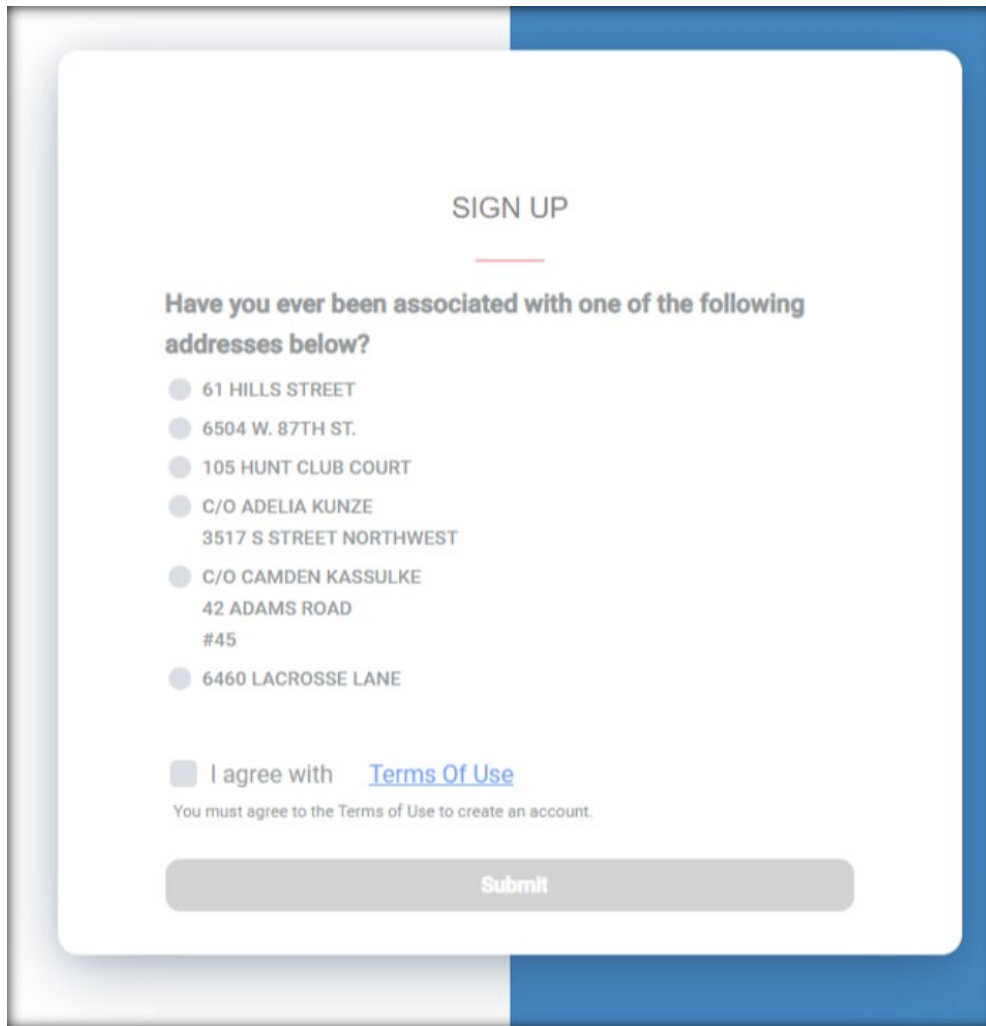
SSN

Next

Already have an account? [Login](#)

Security of Account Login Credentials
To enroll in TTC Employee Self-Service for the first time, you will need to provide the following: (1) valid email address, (2) first and last name, (3) social security number, (4) date of birth, and (5) create a password. After which you will be required to complete a brief identity verification.

3. Once we validate that your SSN exists in our payroll database, you will be prompted to select the correct address associated with your account. Then, accept the ESS Terms & Conditions.



The screenshot shows a 'SIGN UP' form with the following content:

SIGN UP

Have you ever been associated with one of the following addresses below?

- 61 HILLS STREET
- 6504 W. 87TH ST.
- 105 HUNT CLUB COURT
- C/O ADELIA KUNZE
3517 S STREET NORTHWEST
- C/O CAMDEN KASSULKE
42 ADAMS ROAD
#45
- 6460 LACROSSE LANE

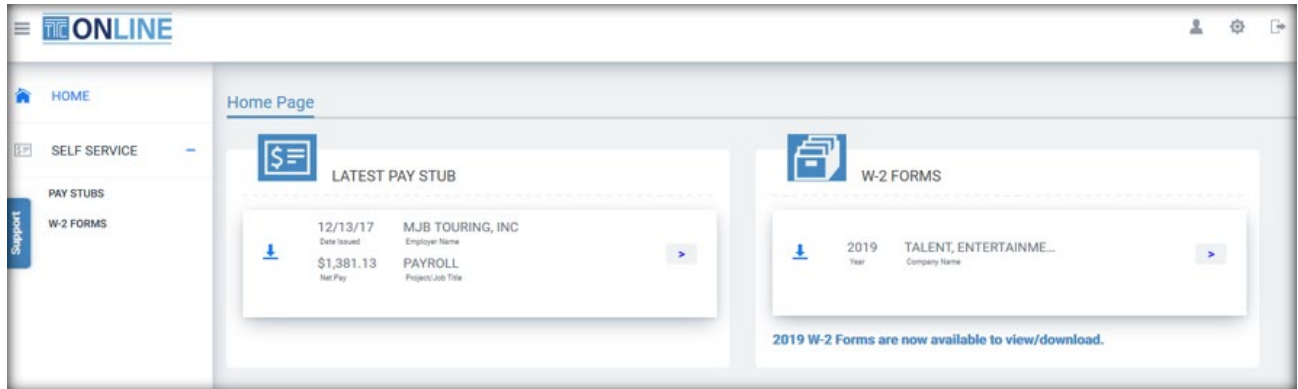
I agree with [Terms Of Use](#)
You must agree to the Terms of Use to create an account.

4. Once your account is verified, you will receive a confirmation email. You will be able to access your ESS account by clicking on the link provided in the confirmation email. Within the ESS, you can view your pay stubs or W-2 forms, if you've consented to receive them paperlessly. If you currently receive paper W-2s and would like to receive them paperlessly, see instructions below on page 5.

How do I view my pay stubs in the ESS portal?

After successfully logging into the system, you will be taken to the main dashboard.

In order to access your historical pay stubs, expand the **SELF SERVICE** menu in the left column and click on **PAY STUBS**. Both direct deposit and paper checks are accessible in the ESS portal.



Direct Deposit Pay Stubs:

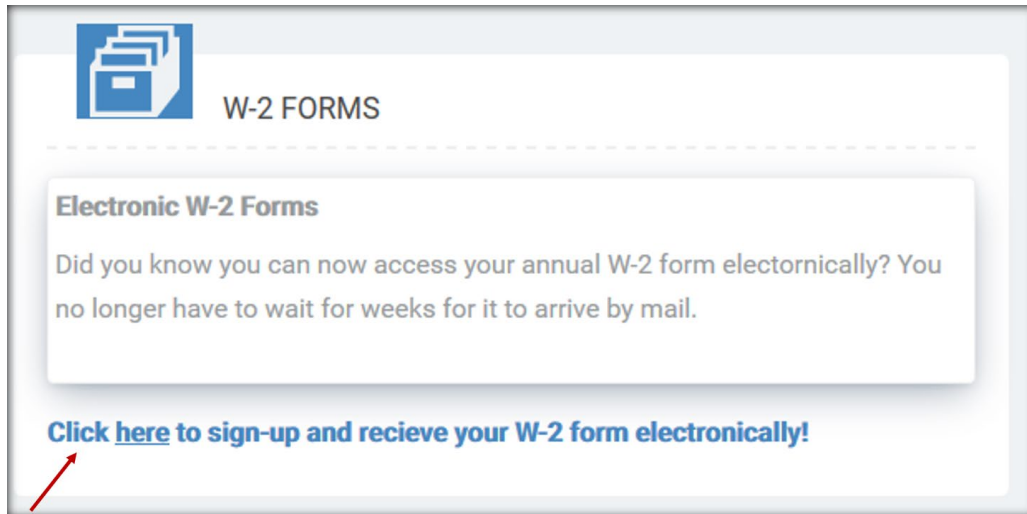
- Last 3 years of pay stubs are available and can be downloaded.

Paper Checks:

- Last 3 years of pay stubs are available to view.
- Images of paper checks from March 2019 onwards are available to download.

How do I view my W-2s in the ESS portal?

After successfully logging into the system, you will be taken to the main dashboard. In order to view your W-2 forms within the portal, you must first consent to receive your W-2 forms electronically. There are multiple ways for you to access the consent screen, but the easiest way is to click on the **Click here to sign-up and receive your W-2 form electronically!** banner on the home page, shown below.



Once you provide your consent, you will automatically be redirected to the W-2 Forms page where you can access historical W-2 forms (last 3 years) as well as any future W-2 forms once they are issued. You can also reach the W-2 Forms page at any time by expanding the **SELF SERVICE** menu in the left column and selecting **W-2 FORMS**.

If you have consented to receive W-2s paperlessly, you will receive an email notification whenever a new W-2 form is issued, and you will no longer receive a paper W-2 form in the mail.

If you have been issued a W-2C prior to 2019, you will not be able to access the W-2C Form on the ESS Portal; please contact W2C-support@theteamcompanies.com.