

Questions About Employee Self-Service

What is Employee Self-Service?

Employee Self-Service (ESS) provides a portal for accessing items such as pay stubs and W2 information.

ESS may be used for other communications in the future.

Getting into Employee Self-Service

To login, navigate to the Employee Self-Service page: <https://ess.dawsongeo.com>

It may be a good idea to bookmark this page.

Enter the username and password. (username is the email associated with your account)

A reset link is provided on the login page. This should be used to reset the password in lieu of contacting support.

Users who do not know their username/password or if the password has expired will need to contact ess@dawson3d.com

Once logged in, select the document type i.e. Pay Stubs or W2

What is my username and password?

Users who do not know their username/password or if the password has expired (and they have not set up a security question) will need to ess@dawson3d.com

Passwords expire every 90 days, including the original default or reset passwords.

How do I reset my password?

From the ESS login screen, select "Forgot your Password"