Employee Self-Service (ESS) Portal

Easy Source HR Solutions Pvt. Ltd.

A guide for employees to efficiently use the ESS Portal.

What is ESS?

Employee Self-Service (ESS) allows employees to manage personal information, access payslips, apply for leave, and more.

Accessible through: www.easysourceindia.com

How to Access the ESS Portal

1

Step 1
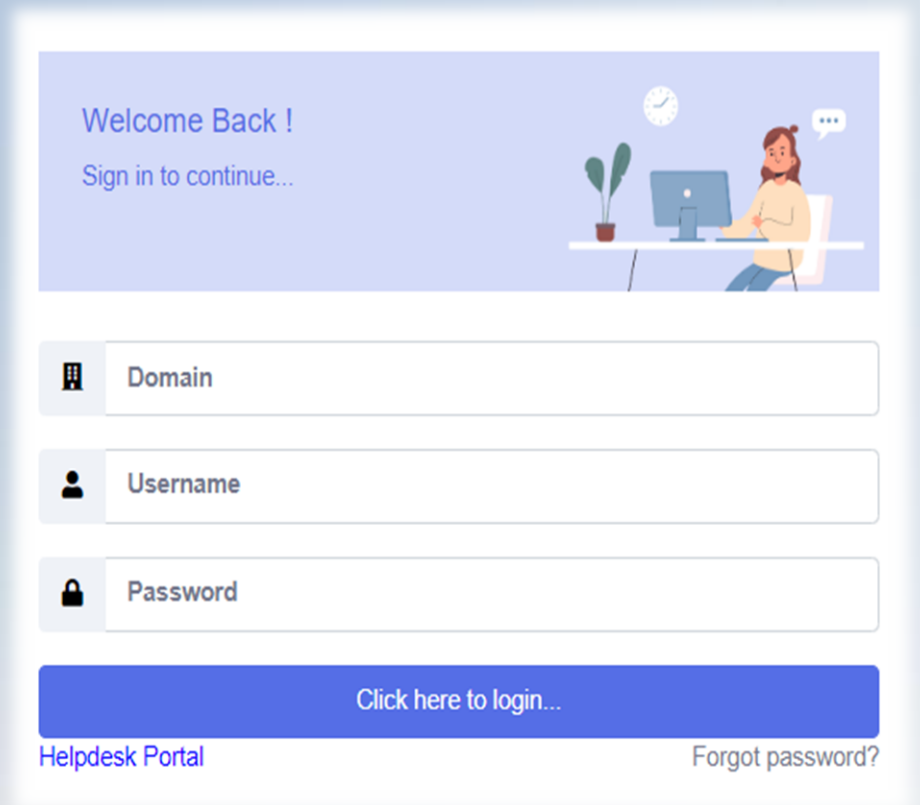
Visit the official website:
www.easysourceindia.com

2

Step 2

Click on the "Login" tab.

3

Step 3

Select "Employee Login."

Welcome Back !

Sign in to continue...

	Domain
	Username
	Password

Click here to login...

Helpdesk Portal   Forgot password?

Logging into the ESS Portal

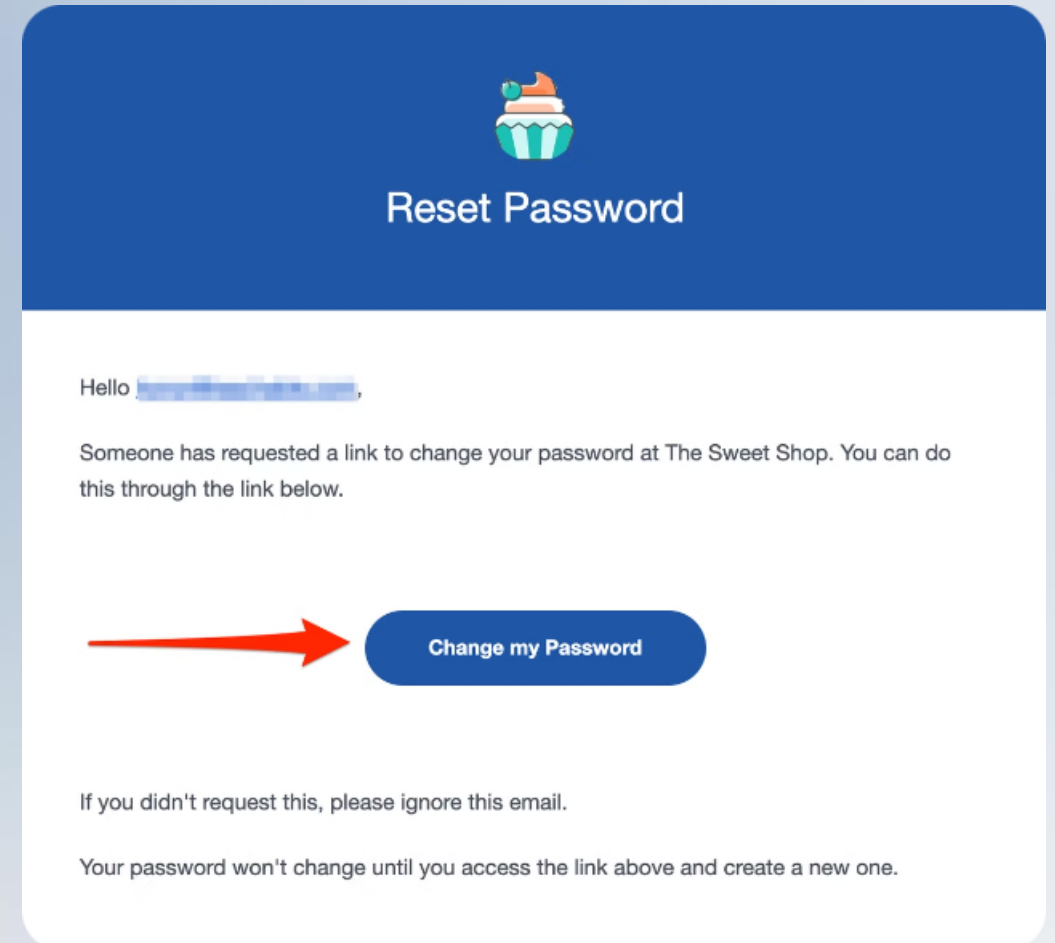Enter your Employee ID and password.

If you forget your password, click on "Forgot your Password."

Forgot Your Password?
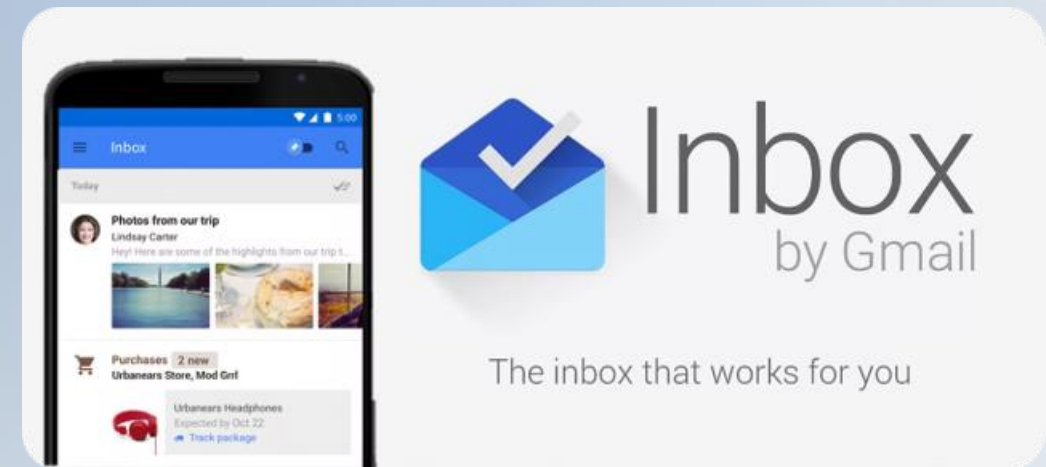
Click "Forgot your Password."

You will be redirected to a password reset page.

Reset Password

Hello ▨▨▨▨▨,

Someone has requested a link to change your password at The Sweet Shop. You can do this through the link below.

Change my Password

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

How to Update Your Email ID

If your email ID is not updated, send an email to helpdesk@easysourceindia.com.

Provide your Employee Code, Mobile Number and the correct email ID in your message.

Need Assistance?

For any queries or issues, contact the Helpdesk.

Email: helpdesk@easysourceindia.com

Home Page of ESS Portal

Overview of key features available on the ESS home page.

Personal details, leave application, payslips, etc.