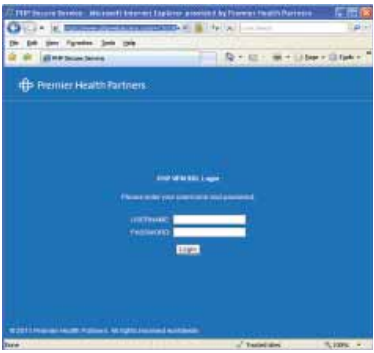
How to Get Remote Access to Employee and Manager Self-Service (EMSS)

You can access externally through the secure link: **https://www.phpwebaccess.com/EMSS**.

Upon entering the website you will see two screens.

Screen 1
is the system creating a secure connection. This will take a few minutes to complete.

Screen 2
is where you enter your Username and Password



If you use VPN, your password to login is the same as the password combination you use to login to VPN. For most people this is a PIN number followed by your RSA token number. Note that after logging into the secure portal, you will use your normal ID and password to login to Lawson.

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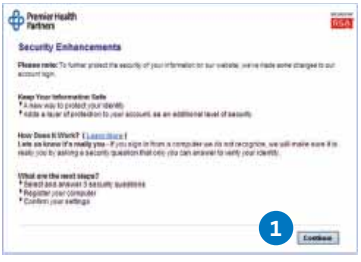
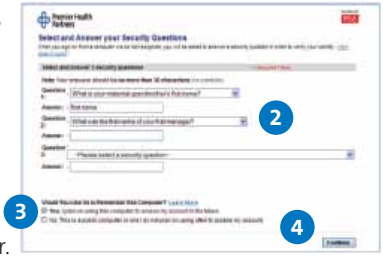
Securing Your Information

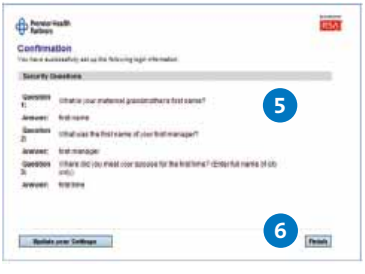
Your information in EMSS will be secured using the same process that banks and other institutions use to secure their customer information.

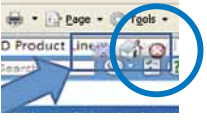
The first time you log on to EMSS using the new process you'll see the following screen:

1. Click Continue.
2. Select three security questions and answer them. If you log in from another computer you have not used before, you will be asked for the answers to the questions you selected – so select carefully!
3. Select No if using a public computer.
4. Click Continue.
5. Confirm the questions you selected and the answers you provided.
6. Click Finish.







You will now be directed to the Employee and Manager Self-Service home page. From there you can access your personal and job related information in the same way you can from work.

When you are finished using EMSS remotely, please be sure to log out by clicking on the red X and close your browser window.