

# Crescent Payroll Employee Self Service Enrollment Instructions

Start at <https://crescent.evolutionpayroll.com/ess#/login> and click Login – Employees – Self Service. You'll then see the login screen where you'll click "New User Registration" and follow the instructions outlined below:

**Crescent payroll SOLUTIONS**

Secure User Login | **New User Registration** | Forgot Password

Setup Your Credentials  
Enter credentials to use for validation.

Provide Pay Information  
Answers are found on your pay statement.

**1** Minimum length must not be less than 6 characters. Must contain at least 1 letter. Must contain at least 1 number. Must contain at least 1 symbol.

Choose a **Login Name** and a **Password** (\*password needs to fit the above criteria)

**2** For this section, follow the instructions listed on the sample pay statement below. When complete, click "Register Me" on the bottom left.

Company Code: 1 iired  
SSN: 2 iired  
Check Number: 3 iired  
Current Total Earnings: 4 iired

Register Me

532 Sample St.

**Joe Smith**      **Sample Client**

**1** Company \*SAMPLE      Period Begin 7/26/2015      Division Sick 1 =0.75 Bal  
 Number 100008      Period End 8/1/2015      Branch Vacation =20.00 Bal

**2** Social Security #      Check Date 8/7/2015      Department 310

**3** Hire Date 11/2/20      Check Number 238      Team 474

**Earnings**

Description	Location / Job	Rate	Hours	Current	Year To Date
Salary	1/1/310	0:00	0:00	1200.00	2400.00
MEMOS		0:00			
Safe Harbor Match	1/1/310	0:00	0:00	60.00	
<b>Total Earnings</b>				<b>1200.00</b>	<b>2400.00</b>
<b>NET PAY</b>		900.15	<b>Total Direct Deposits</b>	0:00	<b>Check Amount</b>
					299.85      599.70
					900.15      1800.30

**1** Enter your **Company number** in to field called "Company Code" (ex. O1248, where O is a capital letter O)

**2** Enter your **Social Security Number**

**3** Enter your **Check Number**. If your check was direct deposited you'll enter a - sign and then the 8 digits (ex. -99998765)

**4** Enter your **Current Total Earnings**

**3** Once completed, you'll be prompted to enter your email address and choose your security questions. You **must** fill these out and click the "save" button to the left. Congrats! You're all done.

**Settings**

Email Notifications  
We'll send relevant emails to these addresses.

General Address      Benefits Address