ESS User Access and Maintenance

EmployerRelations@32BJFunds.com

(212) 388-3354

www.32BJFundsEmployer.org

V1 7.2025

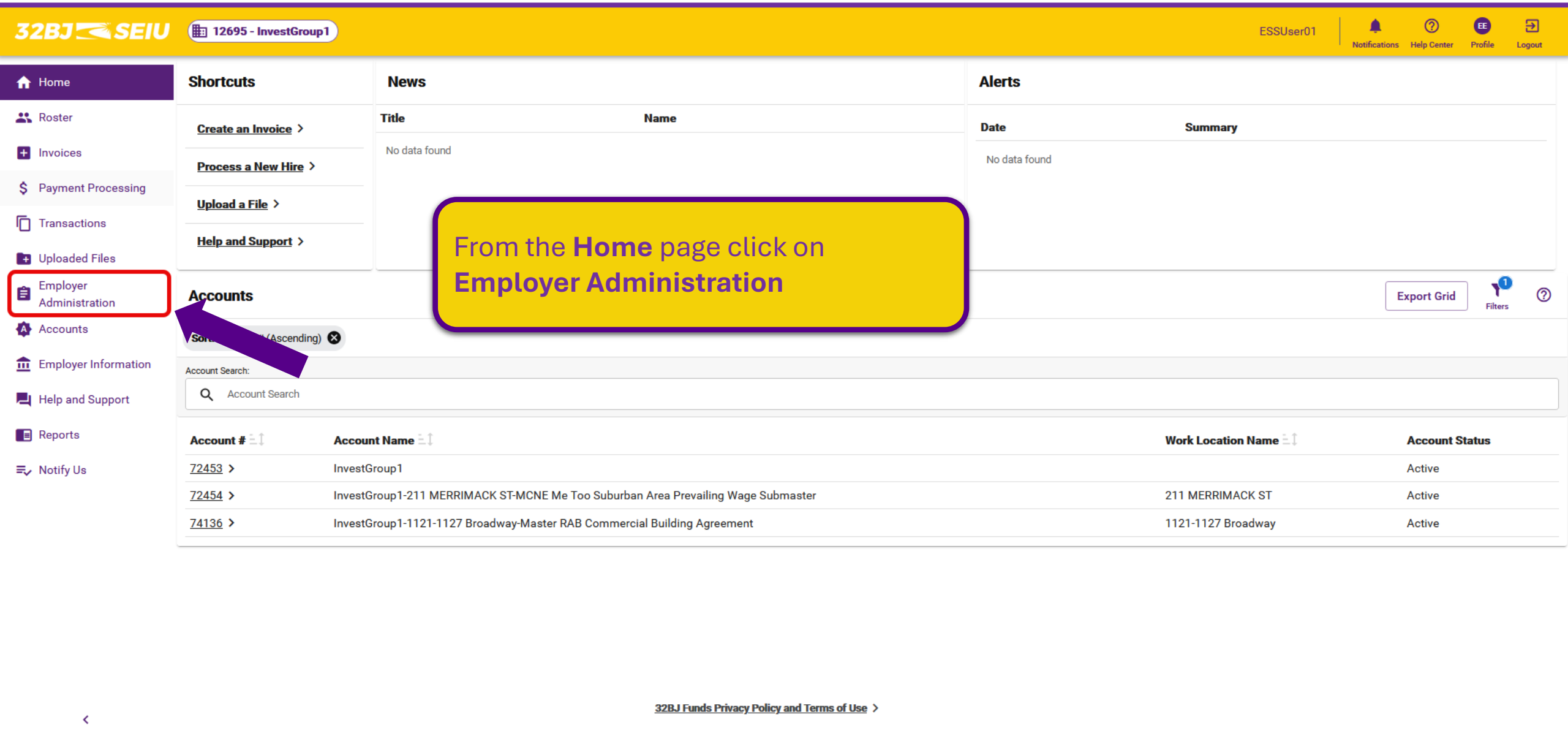
ESS Security Administration Rules

- Usernames are system generated.
- E-mail and Phone Number are required.
- Users are limited to only one security role.
- Access can be granted for all or specific accounts.

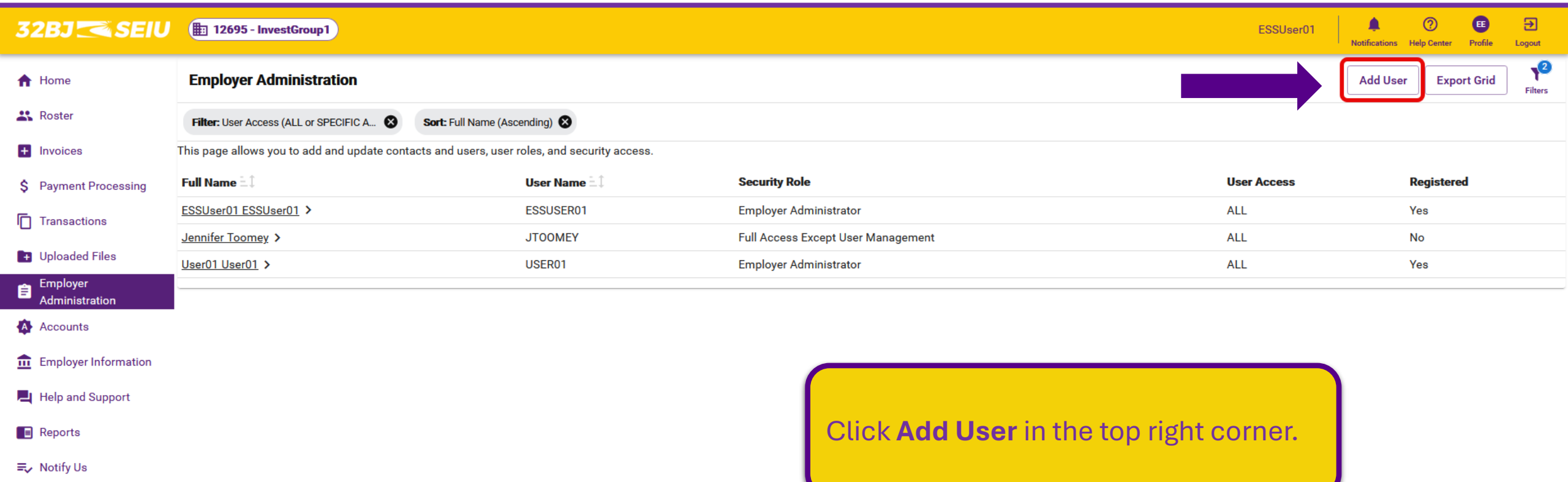
Content

Select any link to access the content of each section.

New User Access

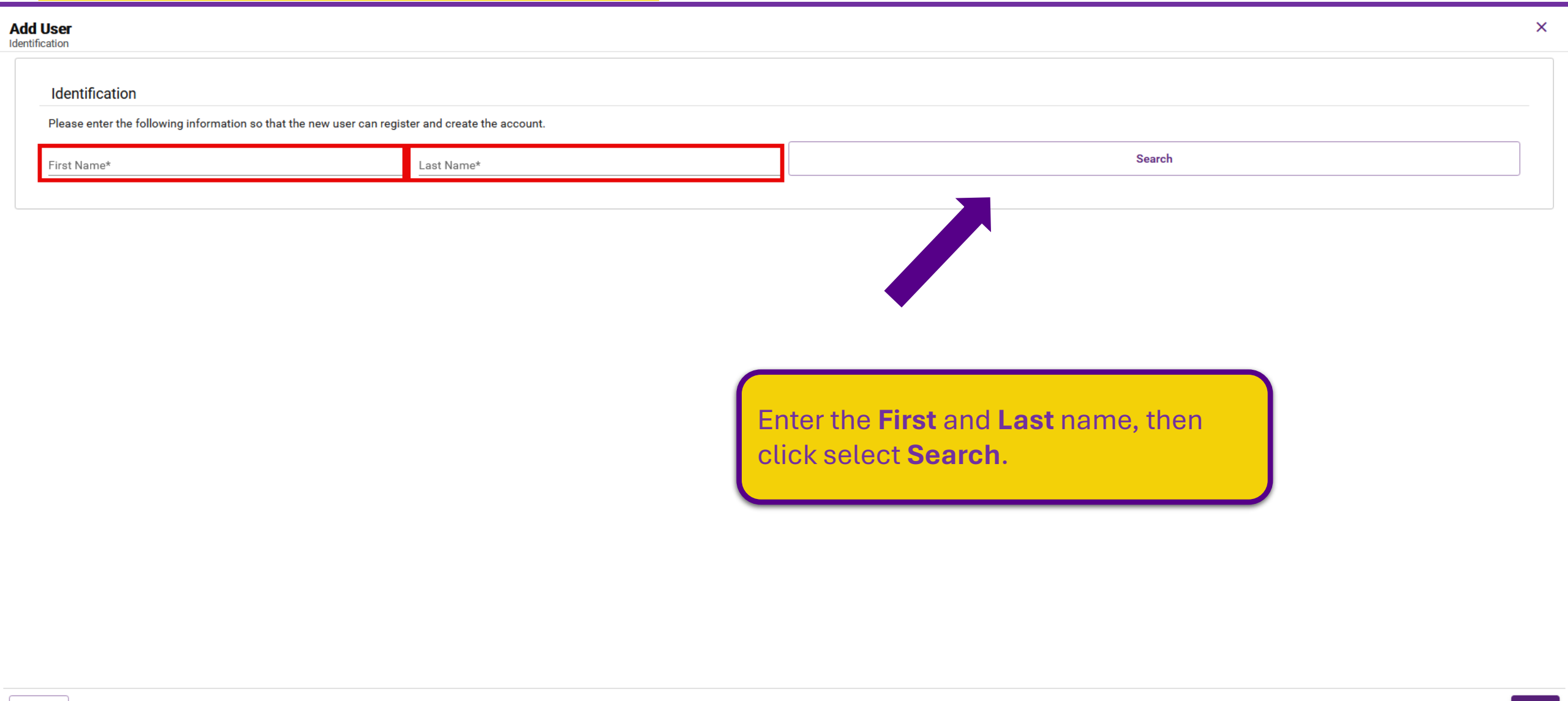


New User Access



Click **Add User** in the top right corner.

New User Access



Enter the **First** and **Last** name, then click select **Search**.

New User Access

Add User
Verification

Identification

Please enter the following information so that the new user can register and create the account.

First Name* james

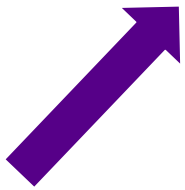
Last Name* brown

Search

No user was found matching the information provided. Please verify the information and search again. Otherwise, you can continue adding a new user.

No data found

Continue Adding a New User



No user is found matching the information provided. To create a new user, click **Continue Adding New User**.

Cancel

Next

New User Access

Add User
Confirm

Identification

Please enter the following information so that the new user can register and create the account.

First Name*
james

Search

Complete the New User Information by entering the **Contact Role**, **Phone Number**, and **Primary Email**.

No user was found matching the infor ew user.

No data found

Continue Adding a New User

First Name
james

Middle Name

Last Name
brown

Title

Contact Role

User Name will be generated.

- Primary Billing Contact
- Primary General Contact
- 32BJ Union Billing
- 32BJ Funds 401(k) Billing
- 32BJ Funds BCI Billing
- Executive/Delinquency Billing Contact
- Legal Correspondence Contact
- 32BJ Union Dues & IFEE Billing
- 32BJ Union ADF Billing
- 32BJ Documentation Request/Electronic Files
- 32BJ Employee Info (Dues & ADF Cards)

Edit Contact Info

Country
US

Work*

Ext

Primary Phone

Country
US

Mobile

Ext

Primary Phone

Primary Email

Primary Email

Cancel

Save

New User Access

Add User
Confirm

Identification

Please enter the following information so that the new user can register and create the account.

First Name* james

Last Name* brown

Search

No user was found matching the information provided. Please verify the information and search again. Otherwise, you can continue adding a new user.

No data found

Continue Adding a New User

First Name james | Middle Name | Last Name brown | Title HR Manager | Contact Role Primary General Contact

User Name will be generated.

Edit Contact Info

Country US | Work* (212) 388-3354 | Ext

Primary Phone

Primary Email dummyemployerservices@32bjfunds.com

Primary Email

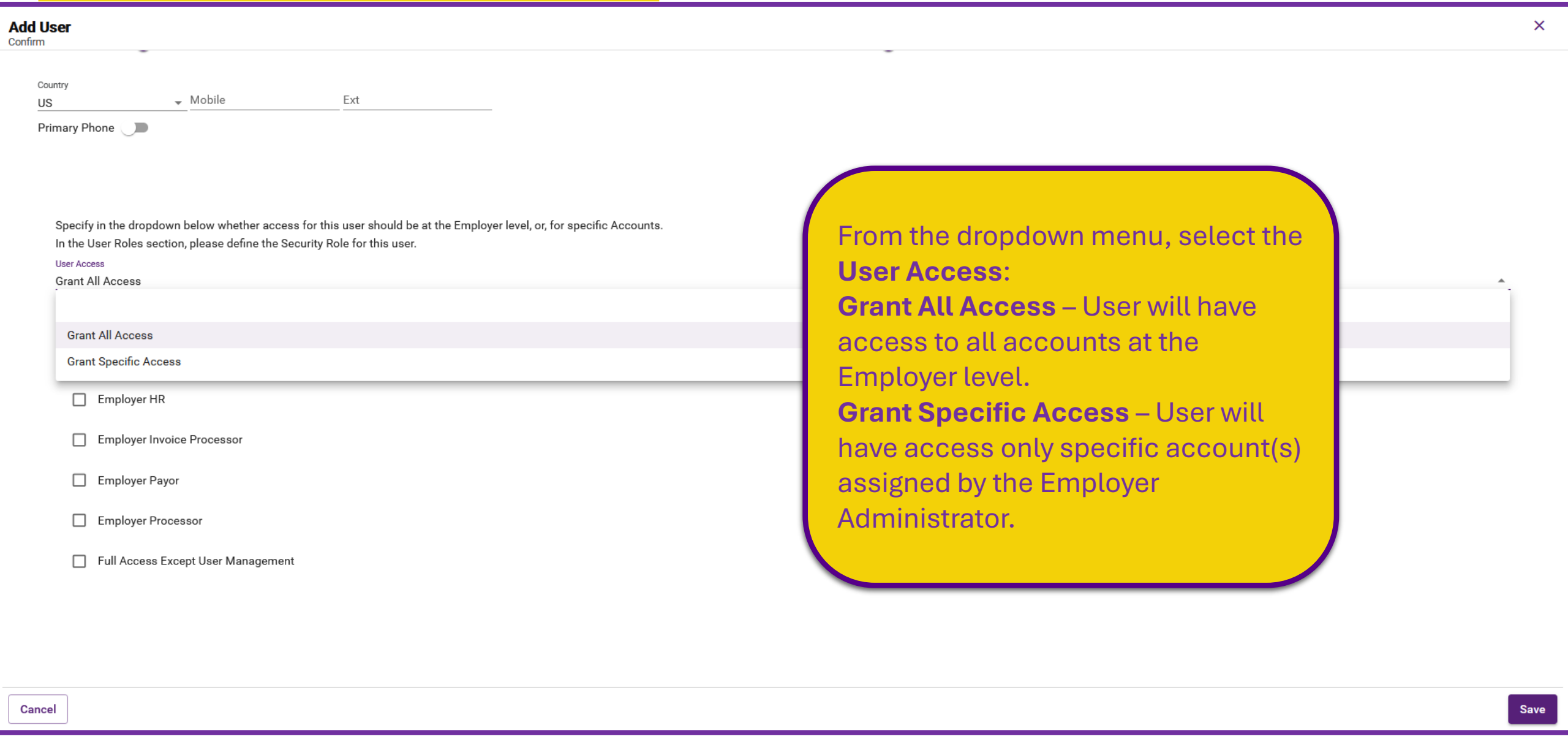
Country US | Mobile | Ext

Primary Phone

Cancel

Save

New User Access



From the dropdown menu, select the **User Access**:

Grant All Access – User will have access to all accounts at the Employer level.

Grant Specific Access – User will have access only specific account(s) assigned by the Employer Administrator.

New User Access

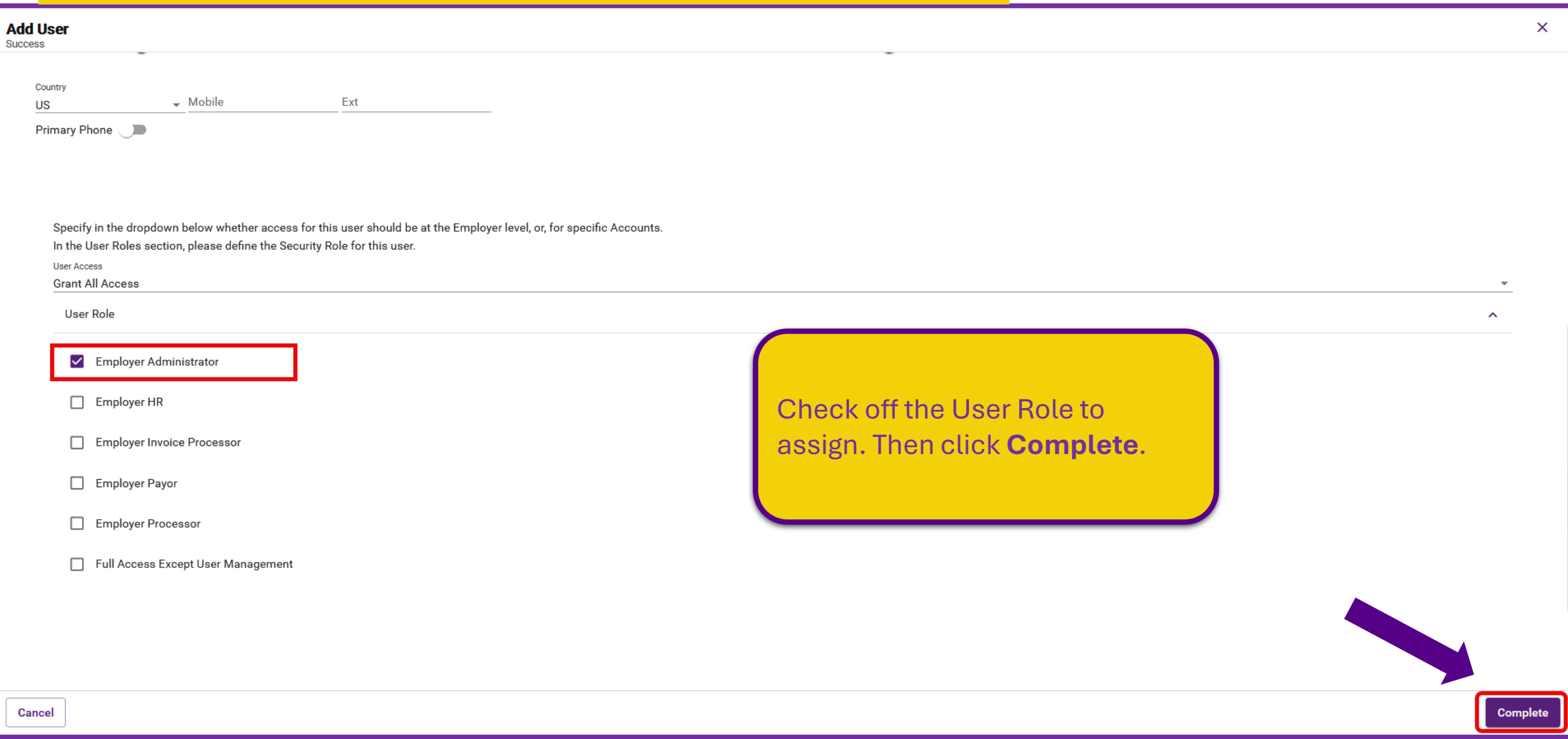
User Role	Home	Roster	Invoices	Payment Processing	Transactions	Uploaded Files	Employer Administration	Account	Employer Information	Notify Us
Employer Administrator	x	x	x	x	x	x	x	x	x	x
Full Access Except User Management	x	x	x	x	x	x	x*	x	x	x
Employer Payor	x			x	x		x*			x
Employer HR	x	x					x*			x
Employer Invoice Processor	x		x		x	x	x*	x		x
Employer Processor	x	x	x		x	x	x*	x		x

	Reports			
User Role	Invoice Details 32BJ Funds Reports	Participant Roster Change Report	Invoice Details 32BJ Union Reports	Employer ACA1095C Detail Report
Employer Administrator	x	x	x	x
Full Access Except User Management	x	x	x	x
Employer Payor	x		x	x
Employer HR		x		x
Employer Invoice Processor	x		x	x
Employer Processor	x	x	x	x

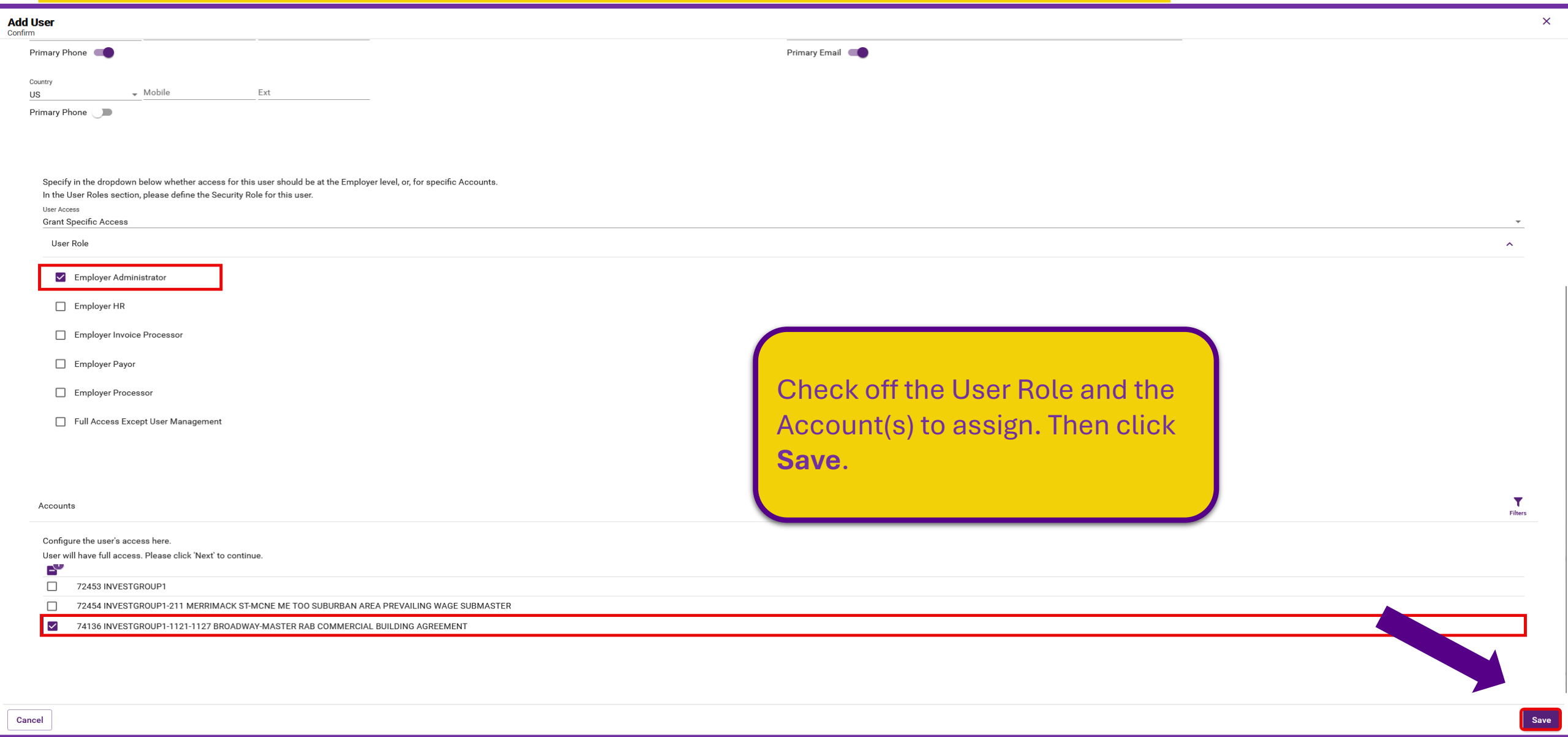
These grids display a list of User Roles. The “x” marks the tabs and reports for each User Role.

X* - Read Only

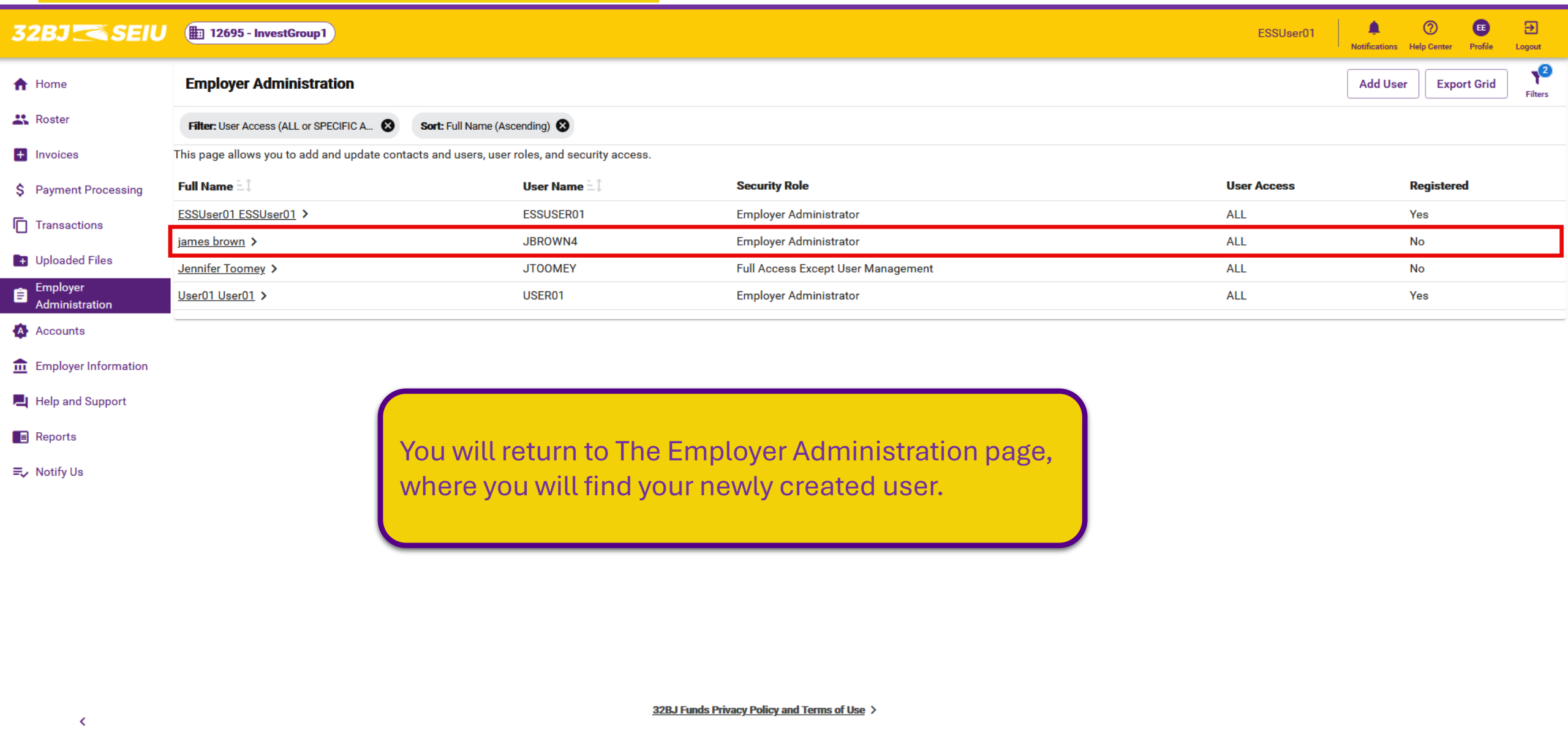
New User Access – All Accounts



New User Access – Specific Accounts



New User Access



You will return to The Employer Administration page, where you will find your newly created user.

New User Access

New User Registration for SEIU 32BJ/32BJ Benefit Funds Employer Self Service

V

v3locity_donotreply@32bjfunds.com
To DummyEmployerServices

Welcome to SEIU 32BJ/32BJ Benefit Funds Employer Self Service, james brown.

Your User Name is: JBROWN4

Please click the link below to complete the registration process. This link will remain active for 24 hours. If it has expired, please contact your Administrator.

Click Here

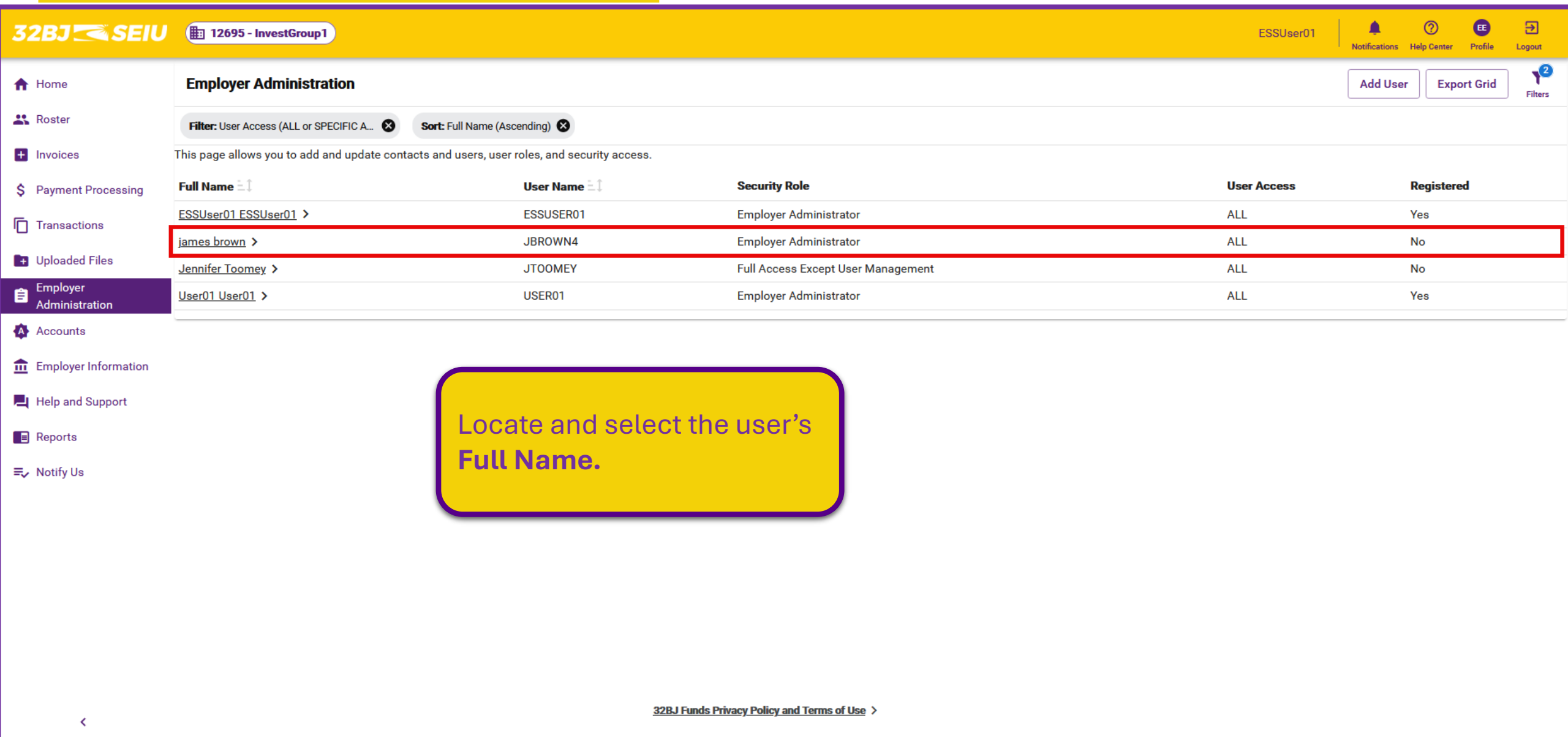
Thank you,
32BJ Employer Relations

The new user will receive a New User Registration email. This email will contain the system generated Username and an active link for 24 hours.

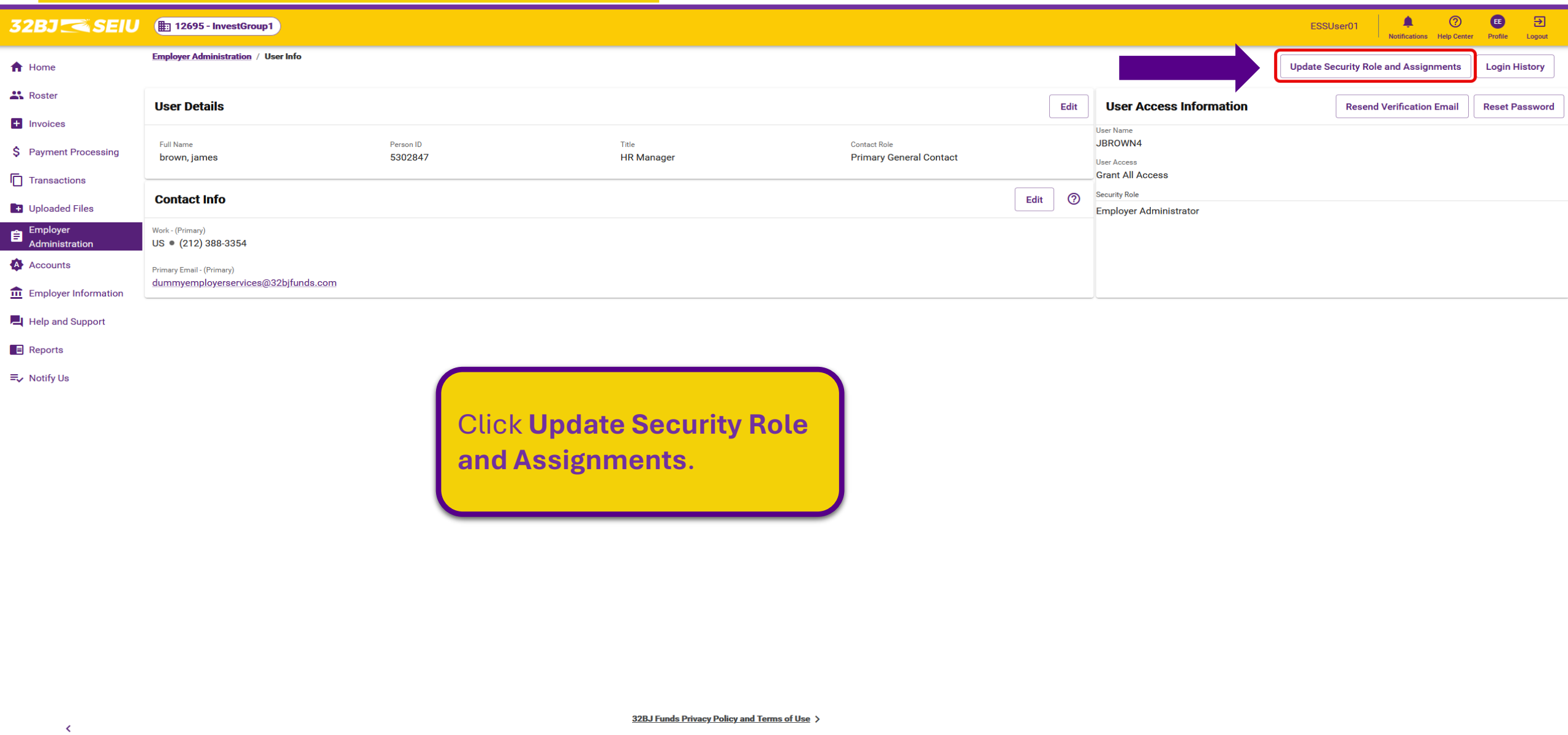
Content

Select any link to access the content of each section.

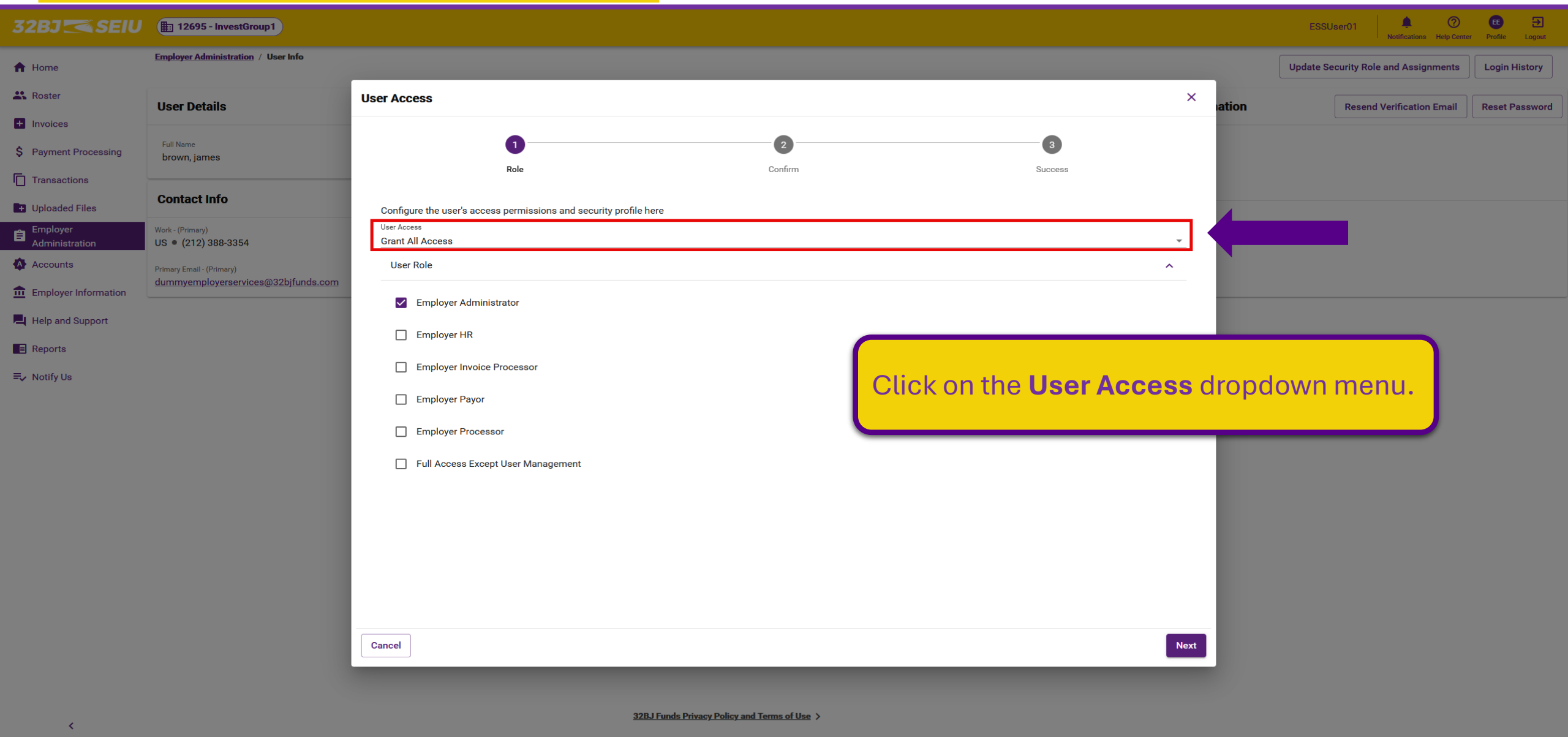
Revoking Access



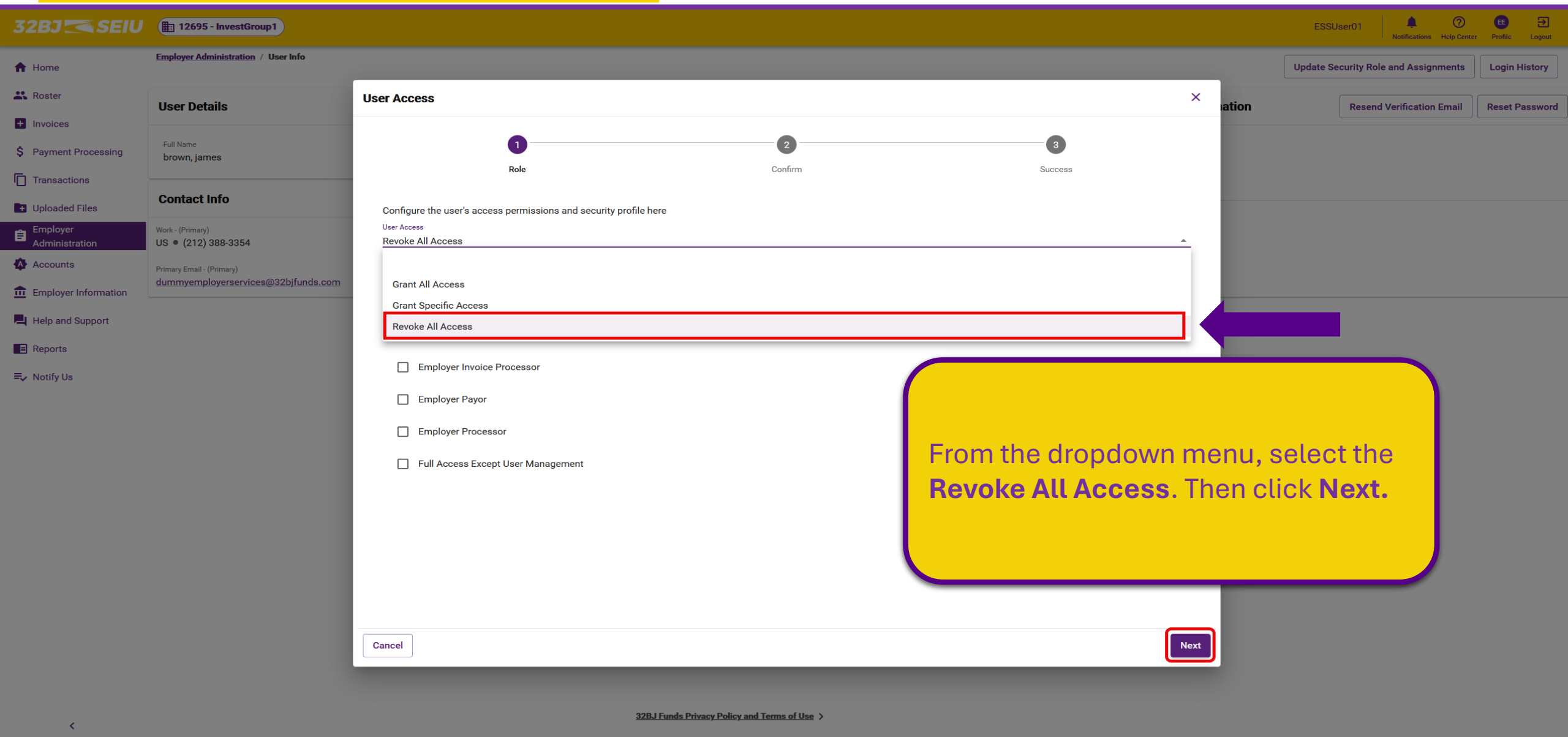
Revoking Access



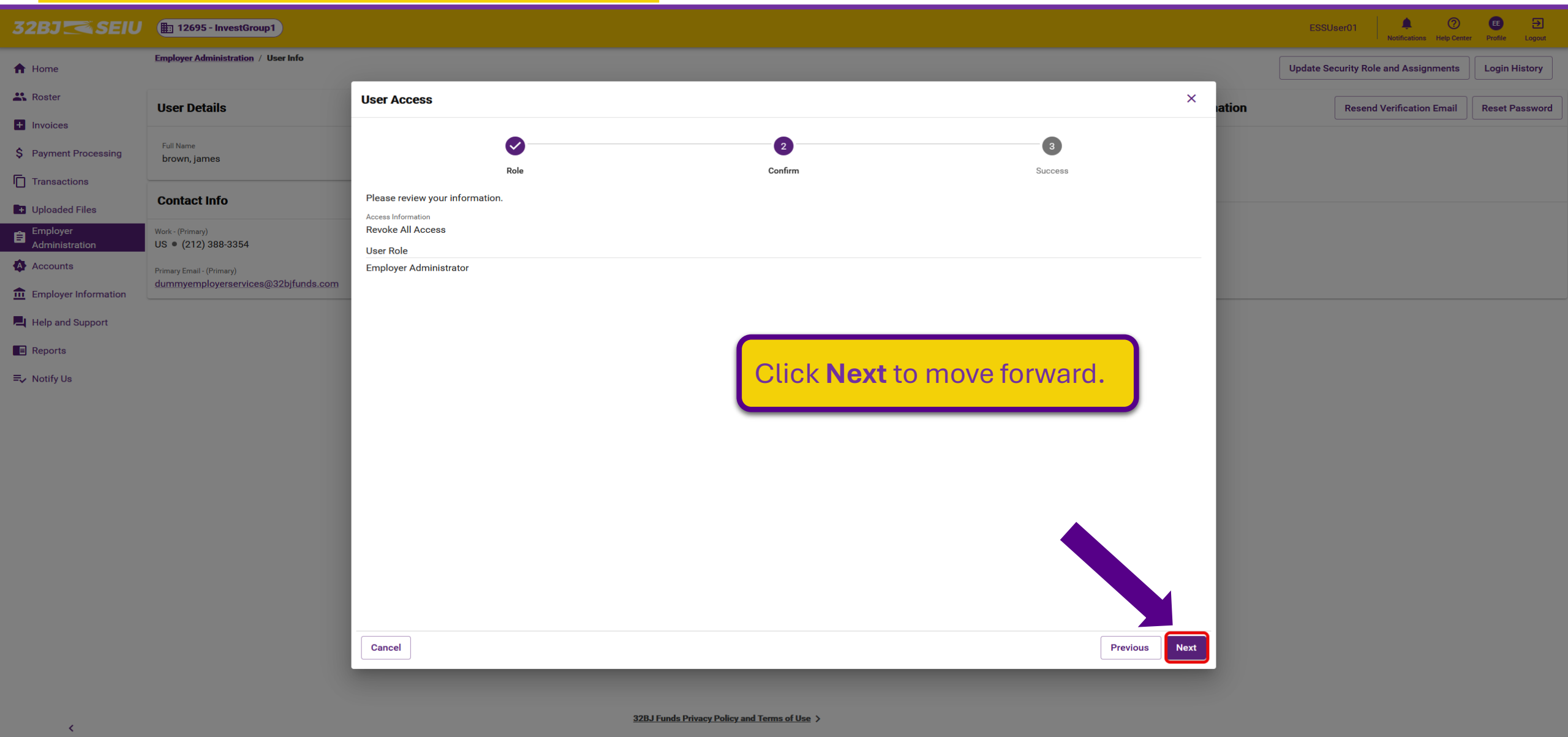
Revoking Access



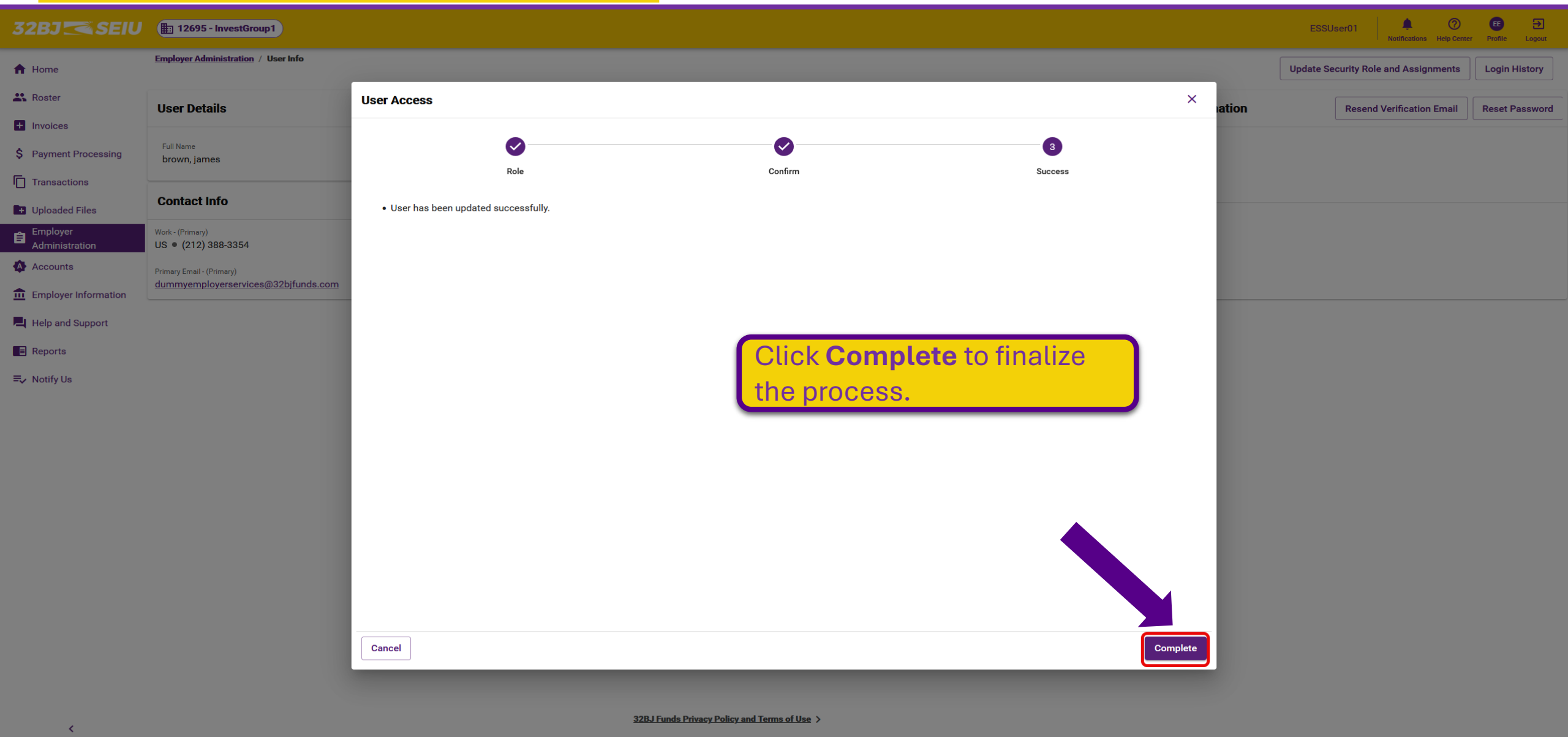
Revoking Access



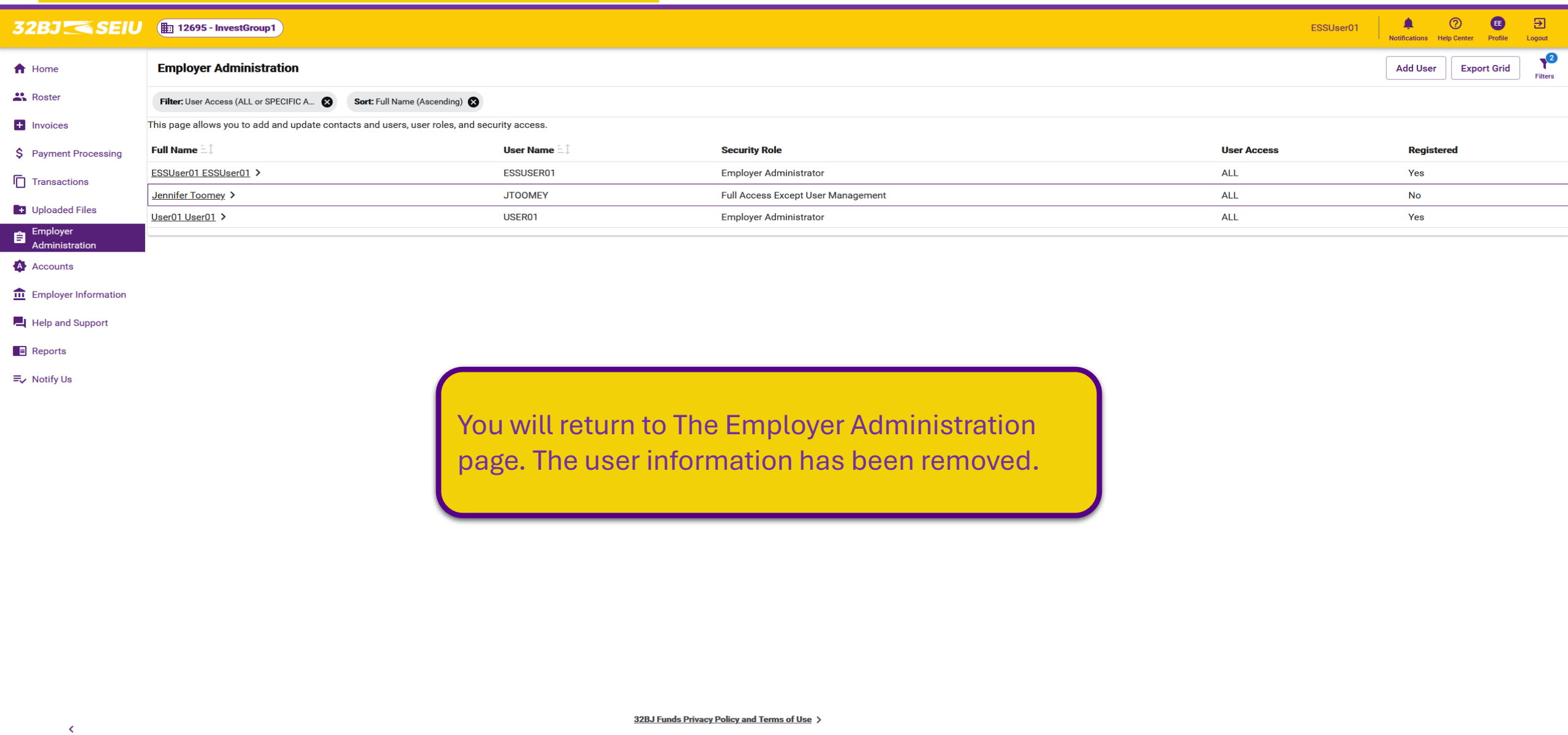
Revoking Access



Revoking Access



Revoking Access

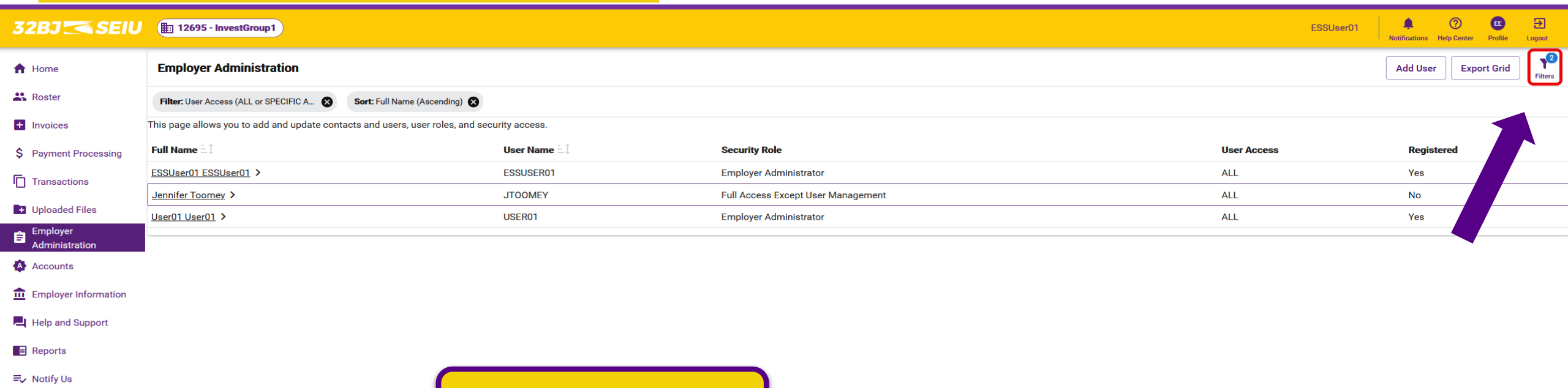


You will return to The Employer Administration page. The user information has been removed.

Content

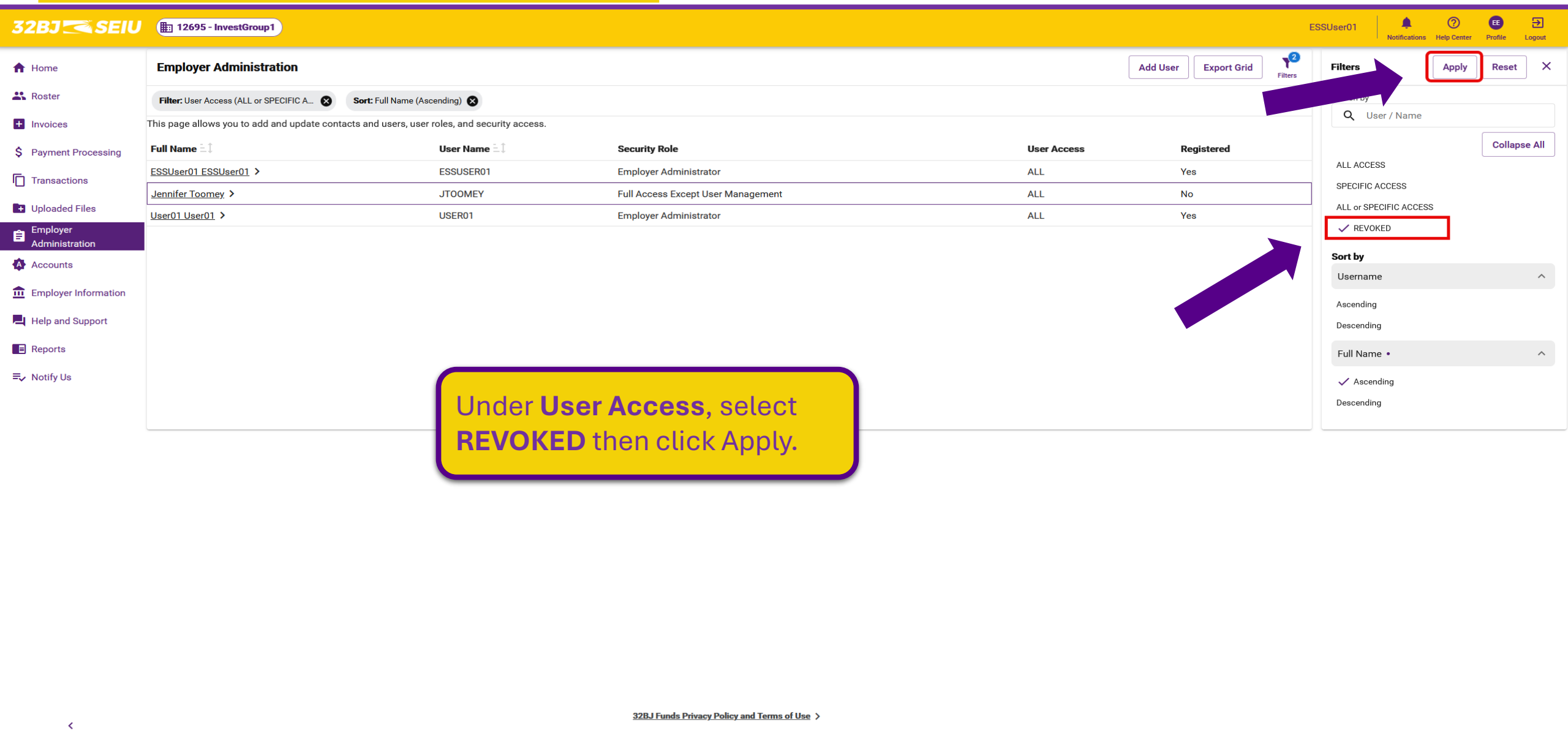
Select any link to access the content of each section.

Reinstating Access

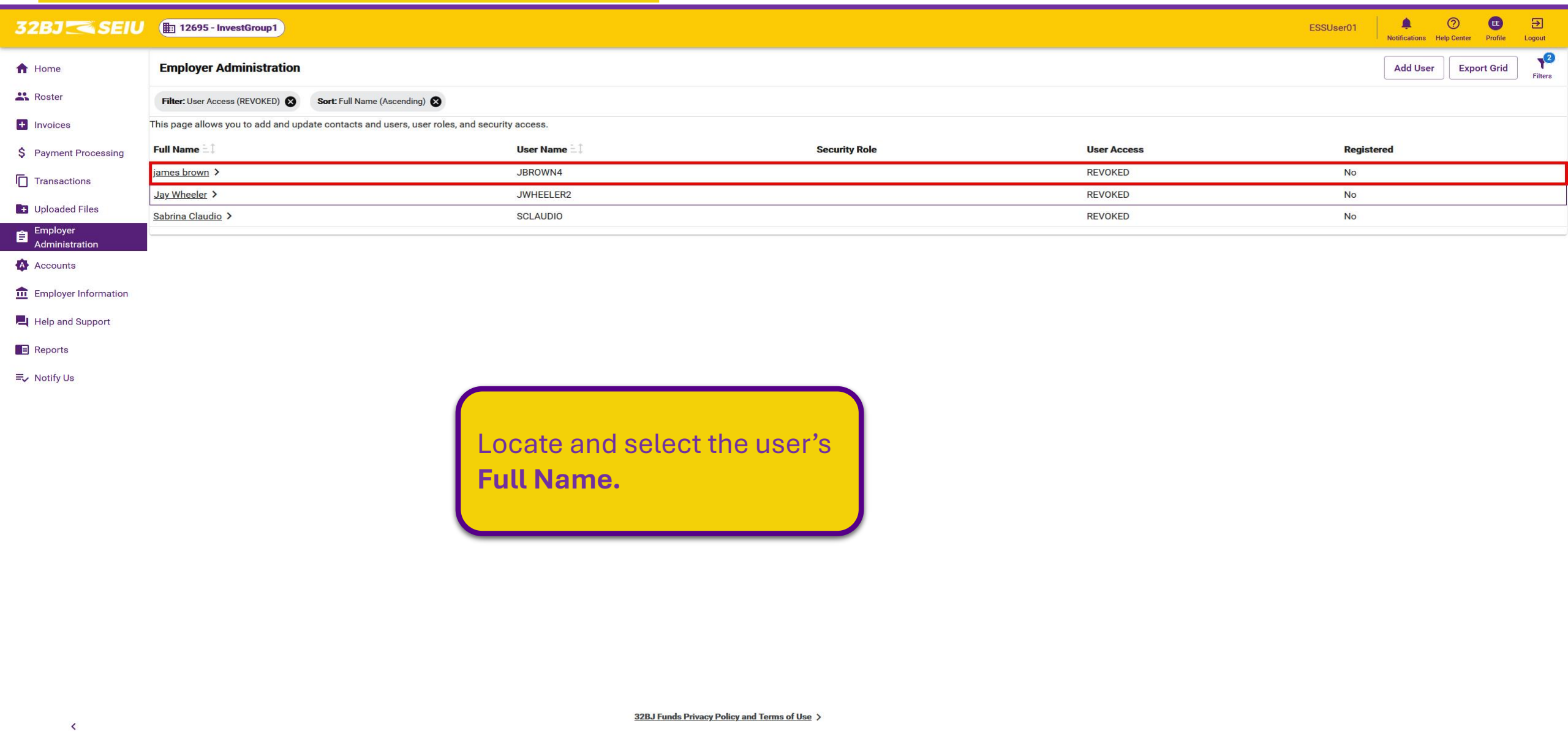


Click on the **Filter** icon.

Reinstating Access

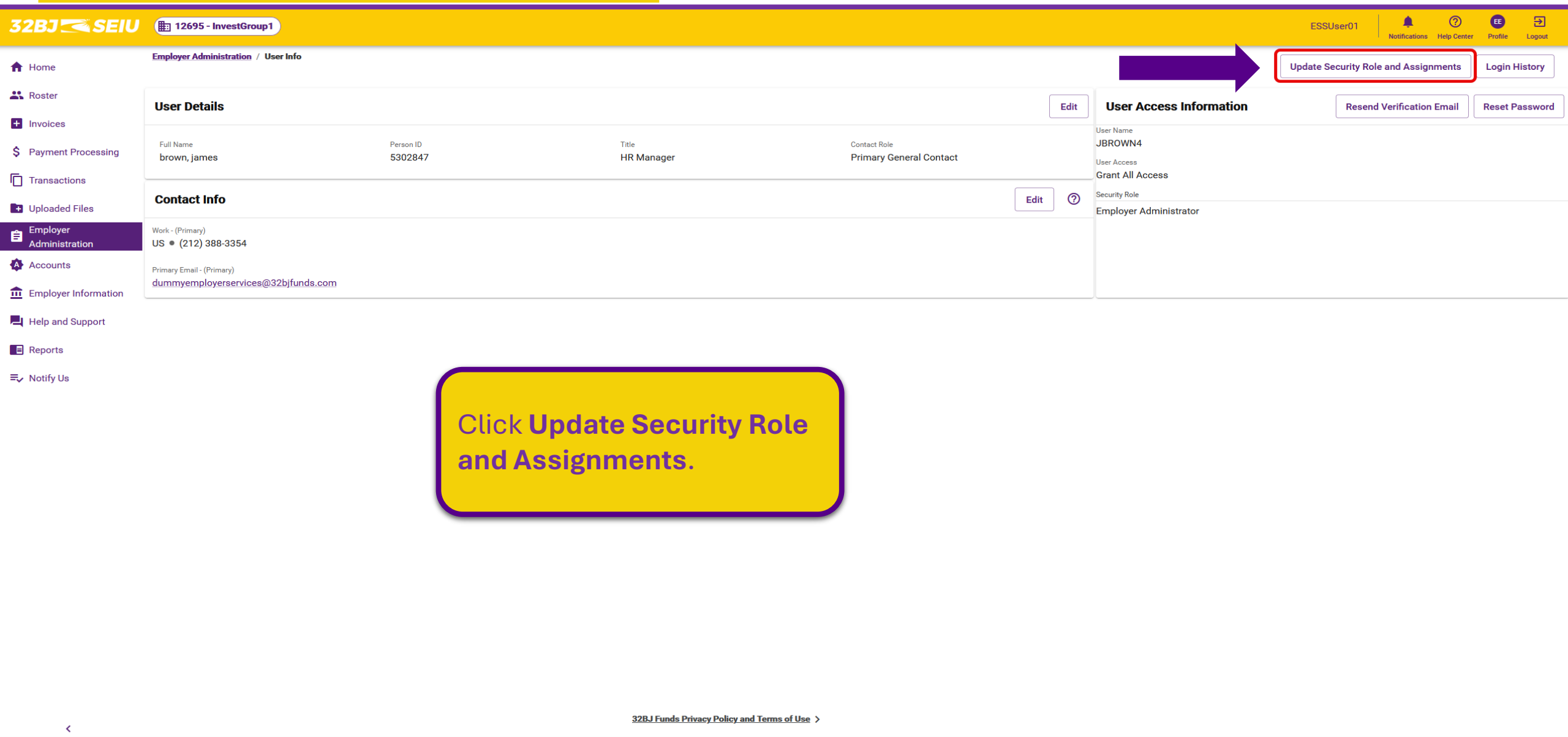


Reinstating Access

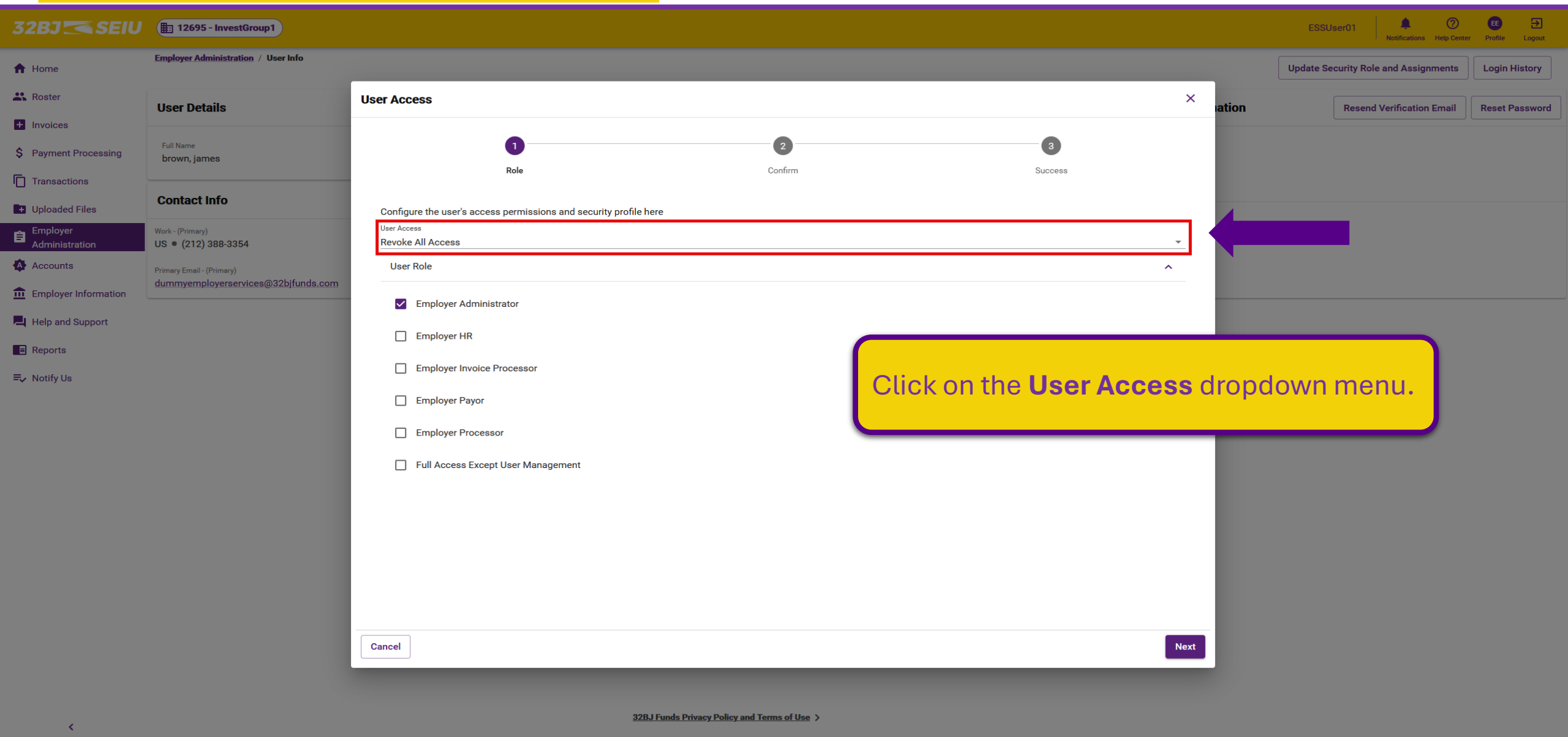


Locate and select the user's **Full Name.**

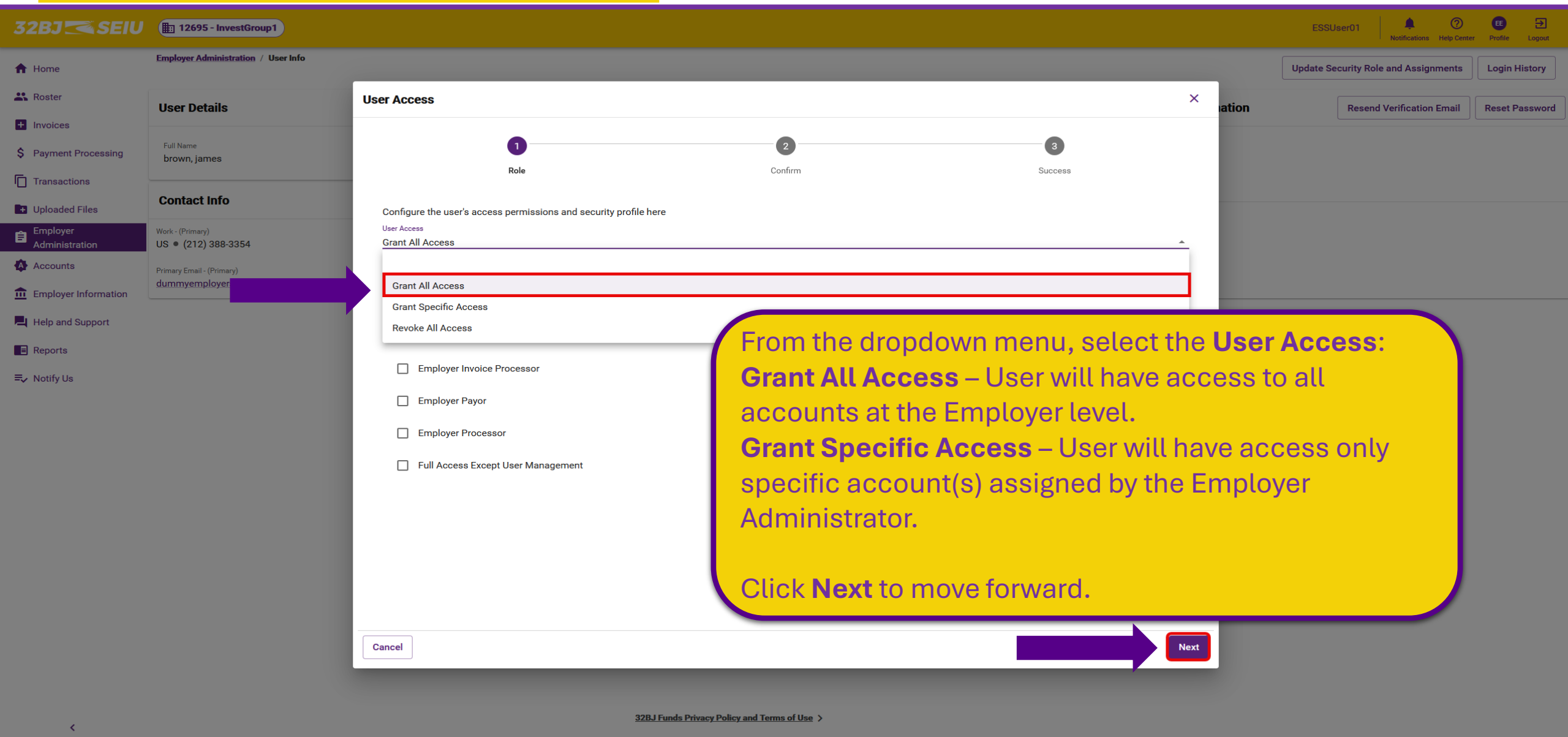
Reinstating Access



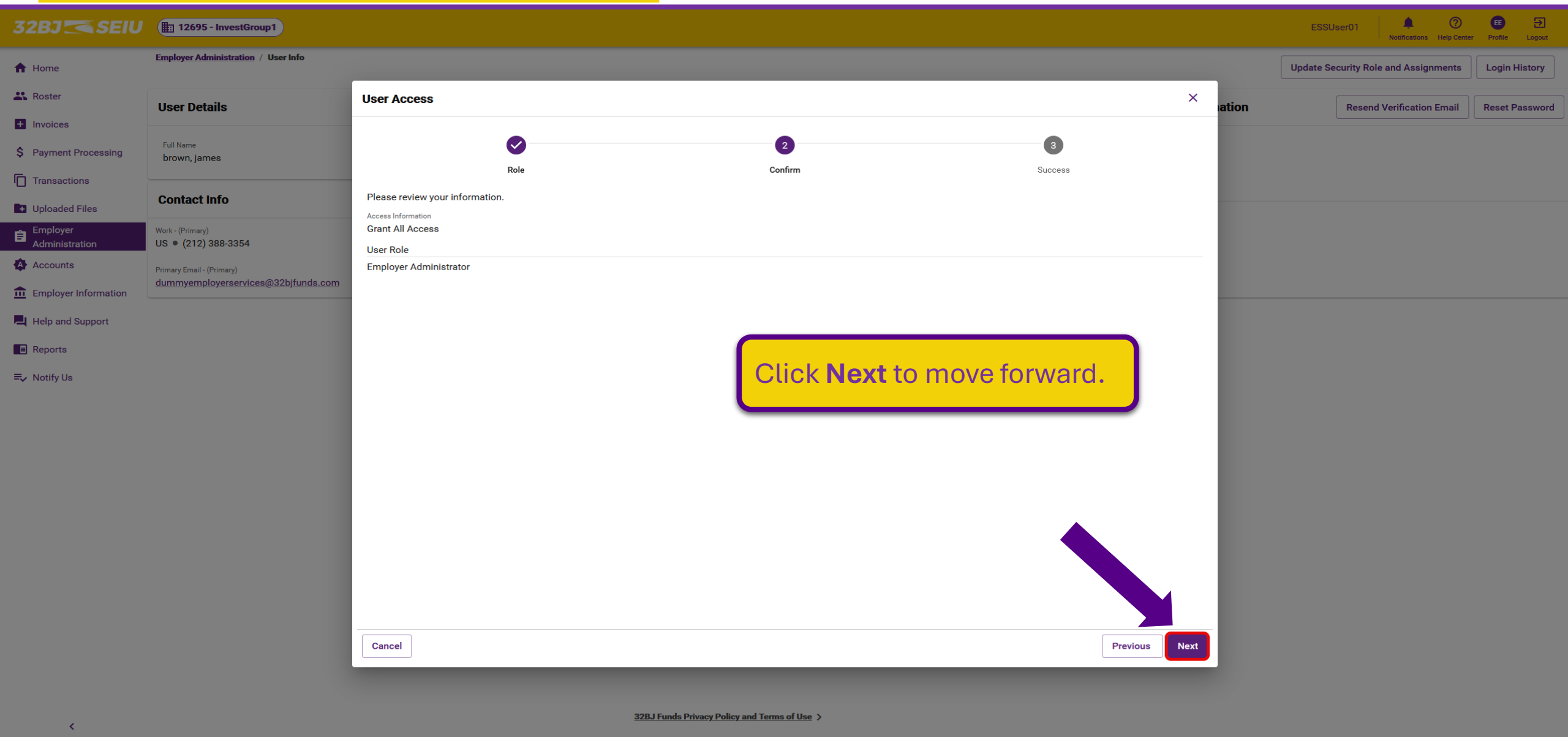
Reinstating Access



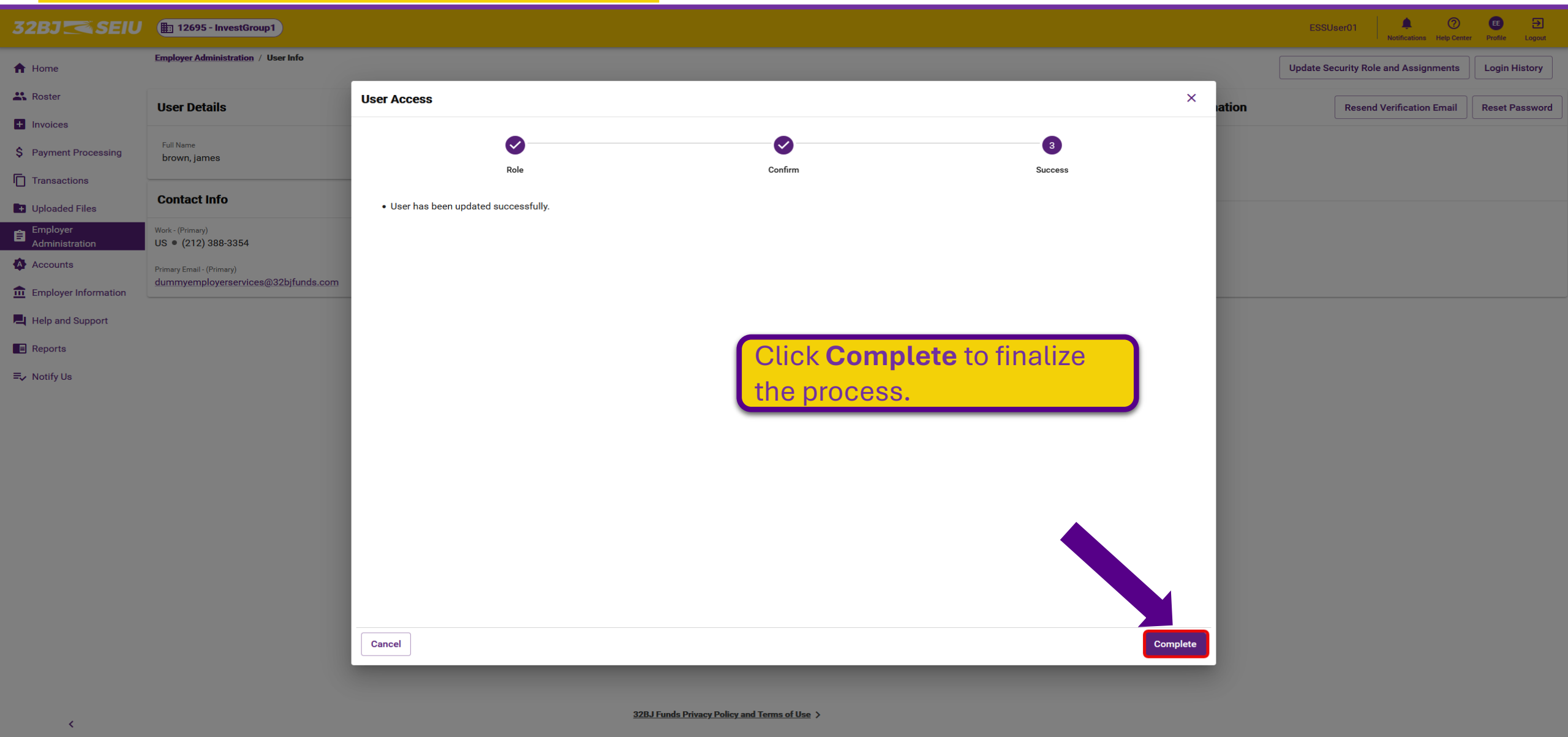
Reinstating Access



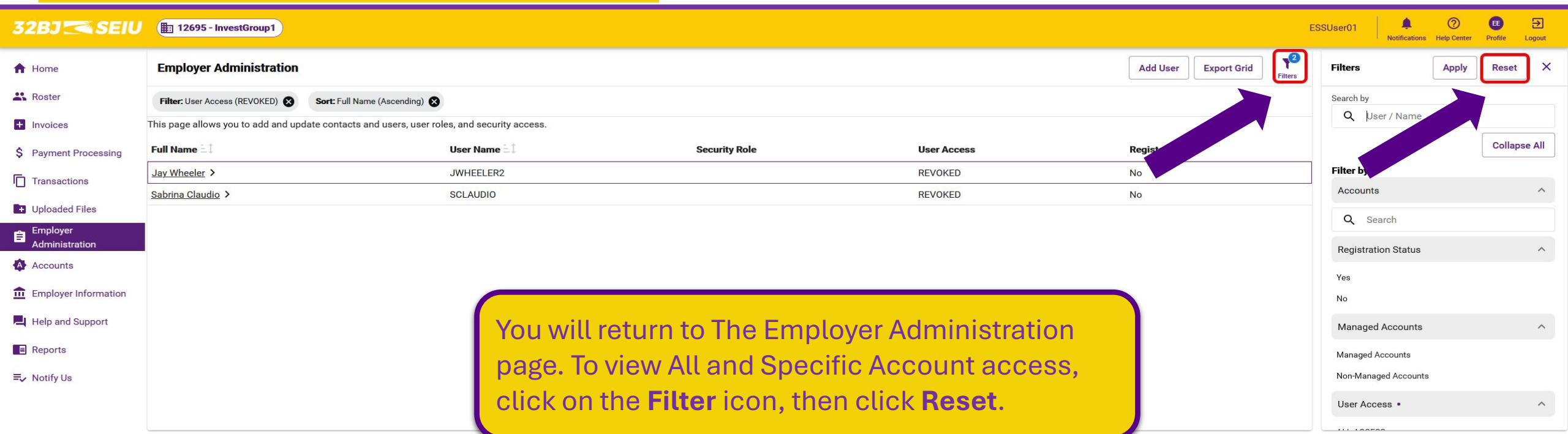
Reinstating Access



Reinstating Access

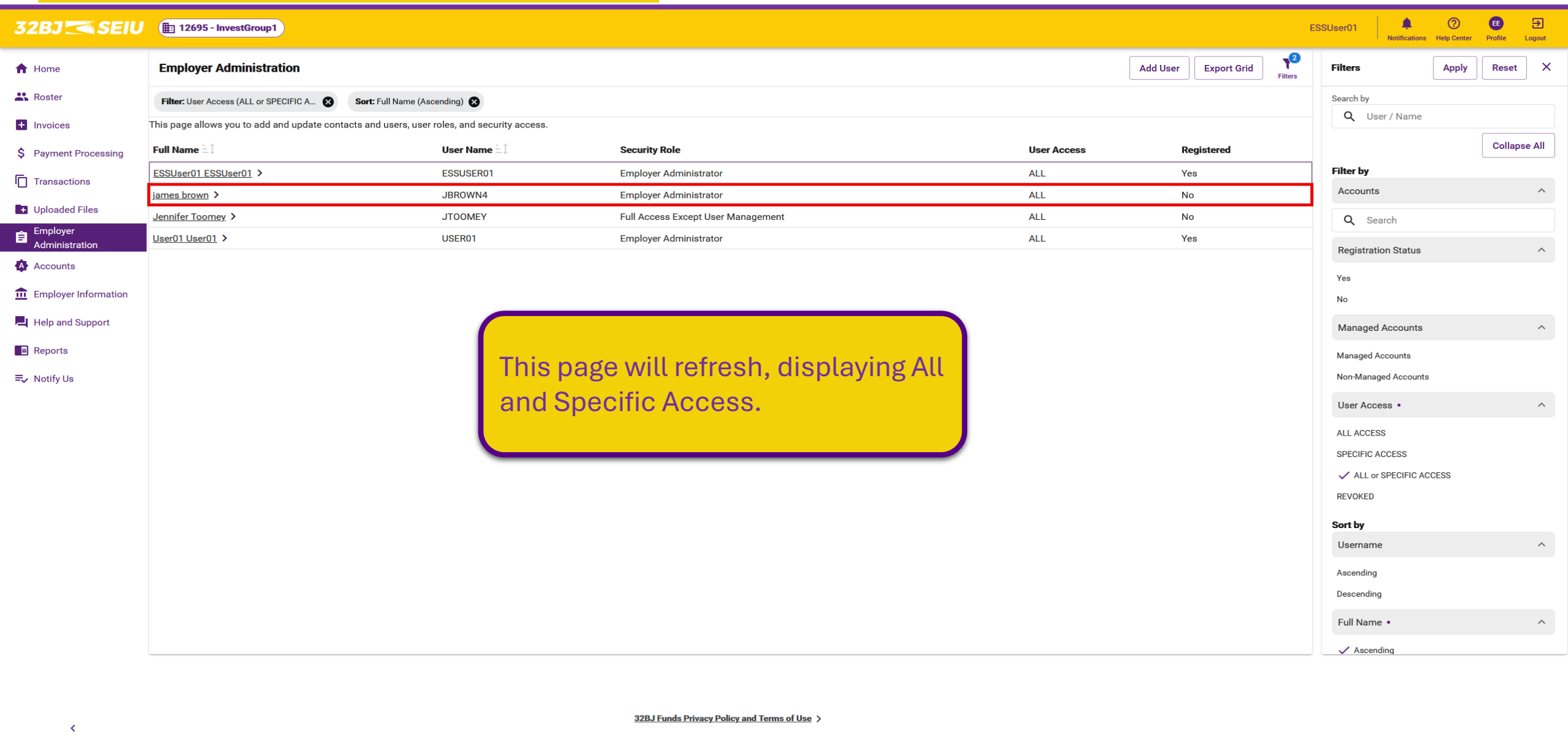


Reinstating Access



You will return to The Employer Administration page. To view All and Specific Account access, click on the **Filter** icon, then click **Reset**.

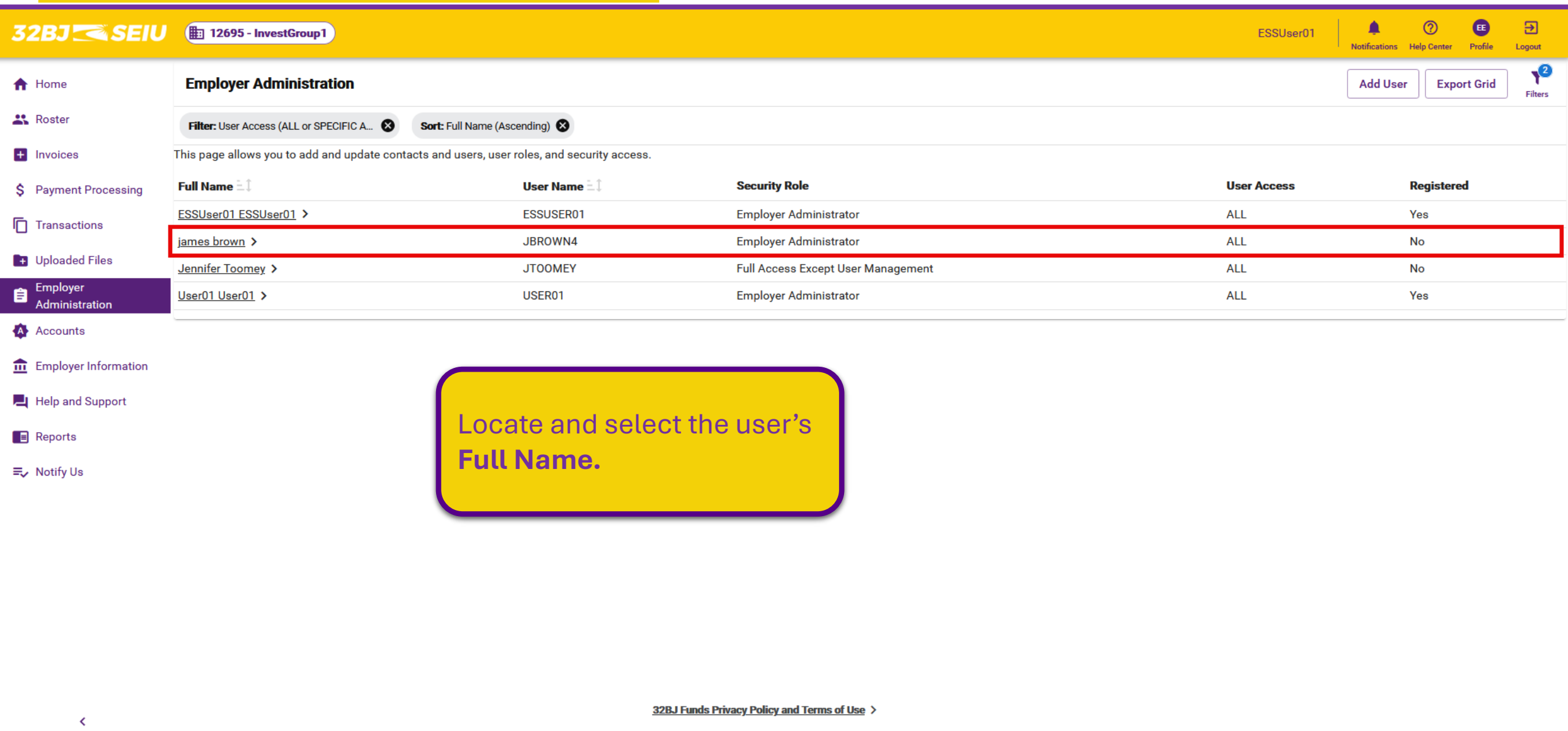
Reinstating Access



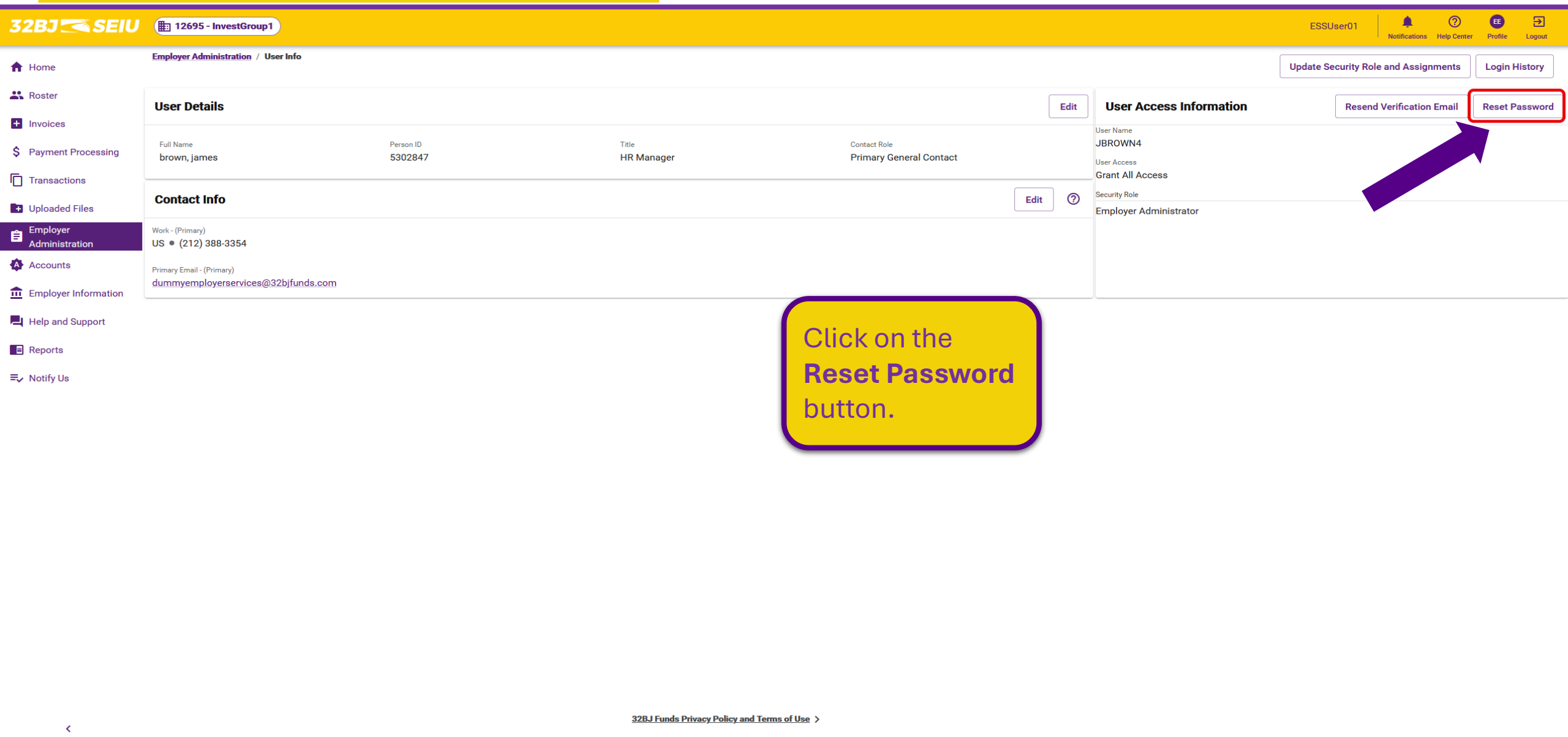
Content

Select any link to access the content of each section.

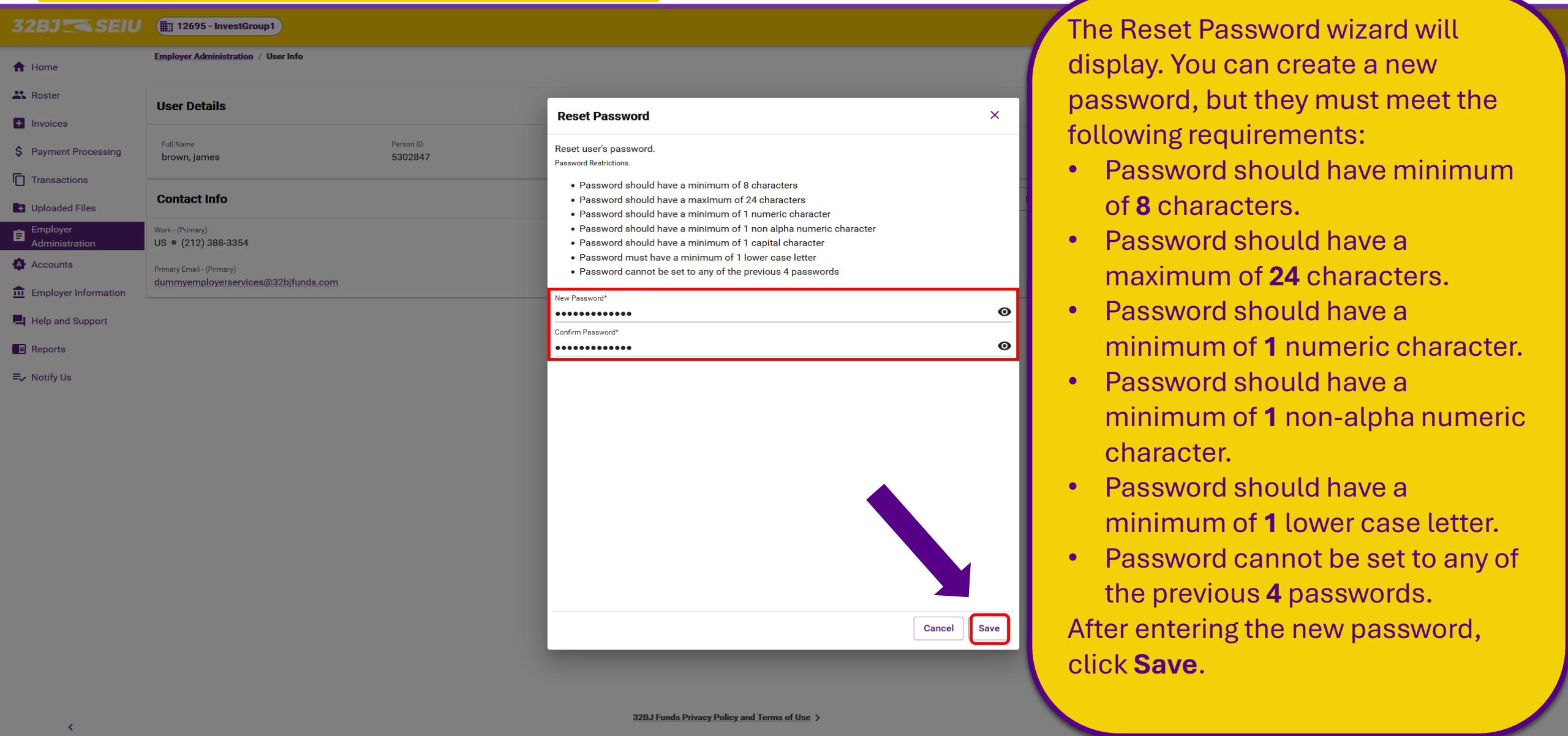
Password Reset



Password Reset



Password Reset



The Reset Password wizard will display. You can create a new password, but they must meet the following requirements:

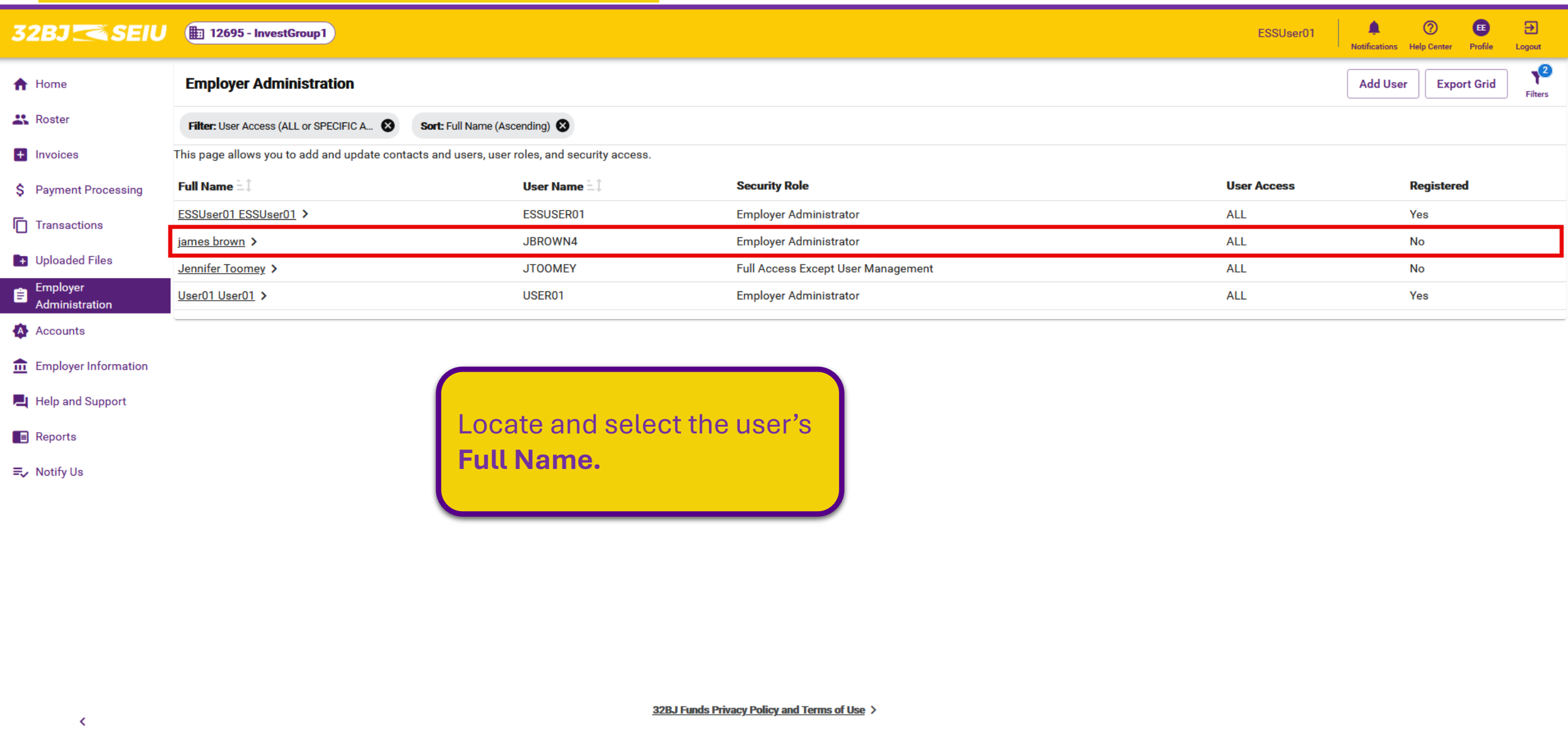
- Password should have minimum of **8** characters.
- Password should have a maximum of **24** characters.
- Password should have a minimum of **1** numeric character.
- Password should have a minimum of **1** non-alpha numeric character.
- Password should have a minimum of **1** lower case letter.
- Password cannot be set to any of the previous **4** passwords.

After entering the new password, click **Save**.

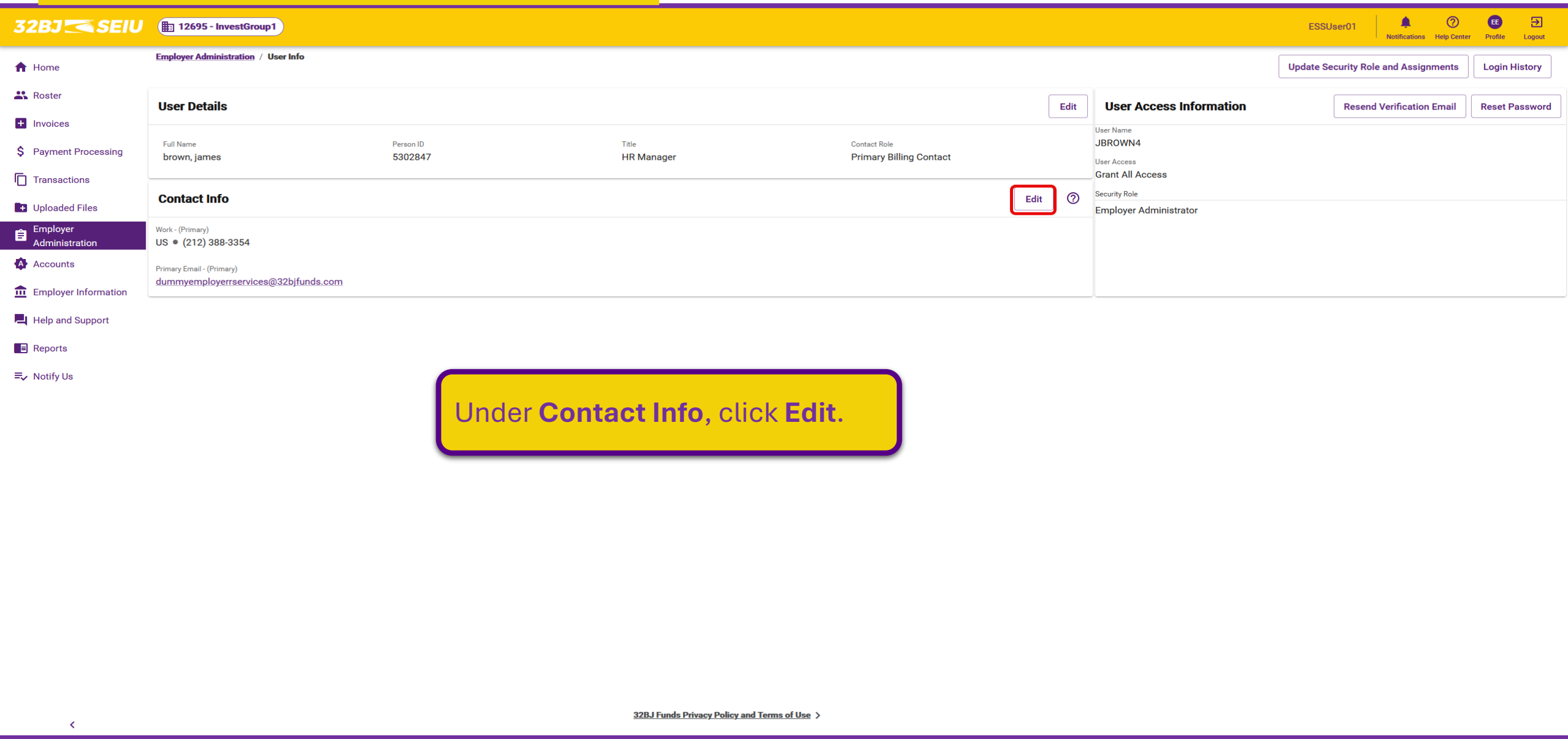
Content

Select any link to access the content of each section.

Contact Information

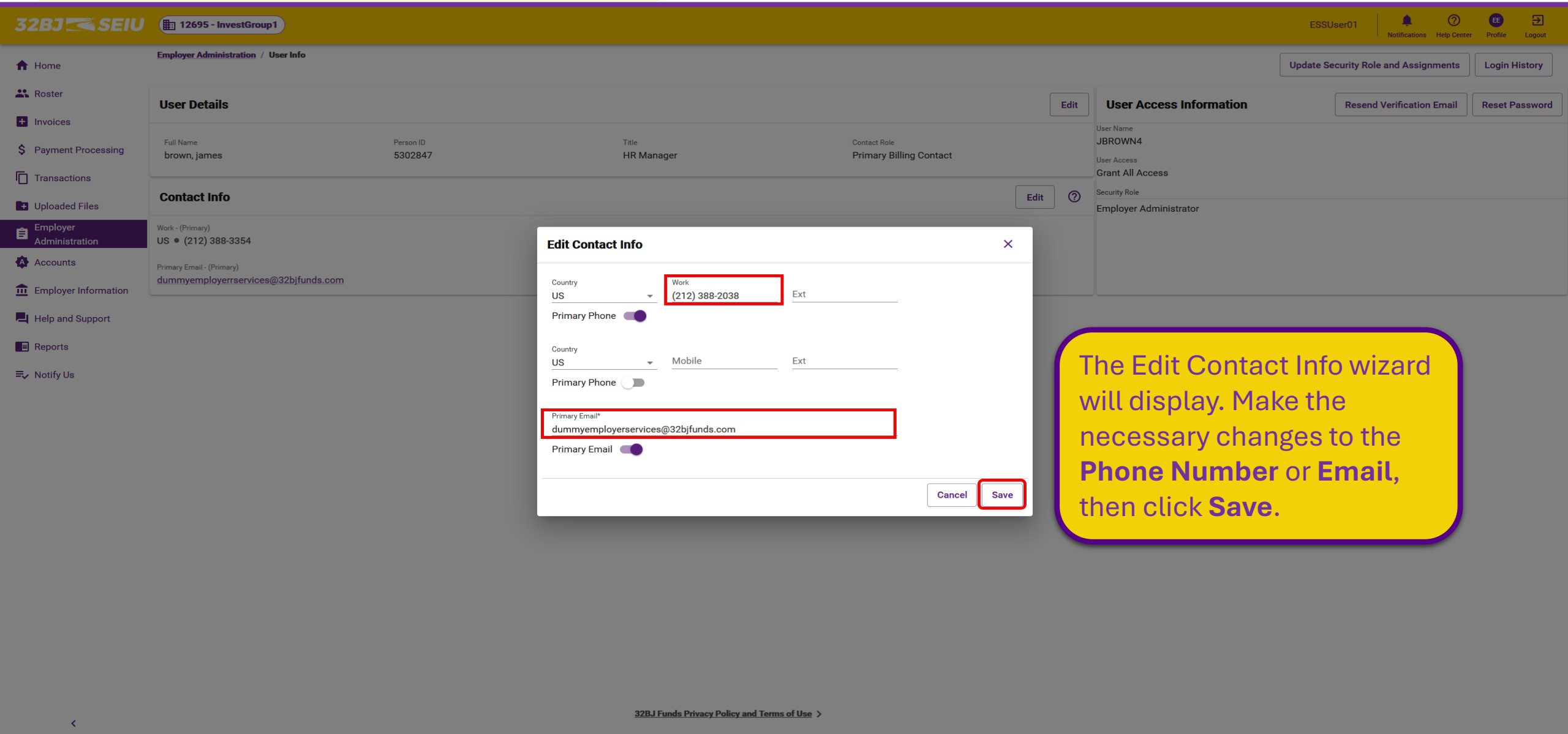


Contact Information



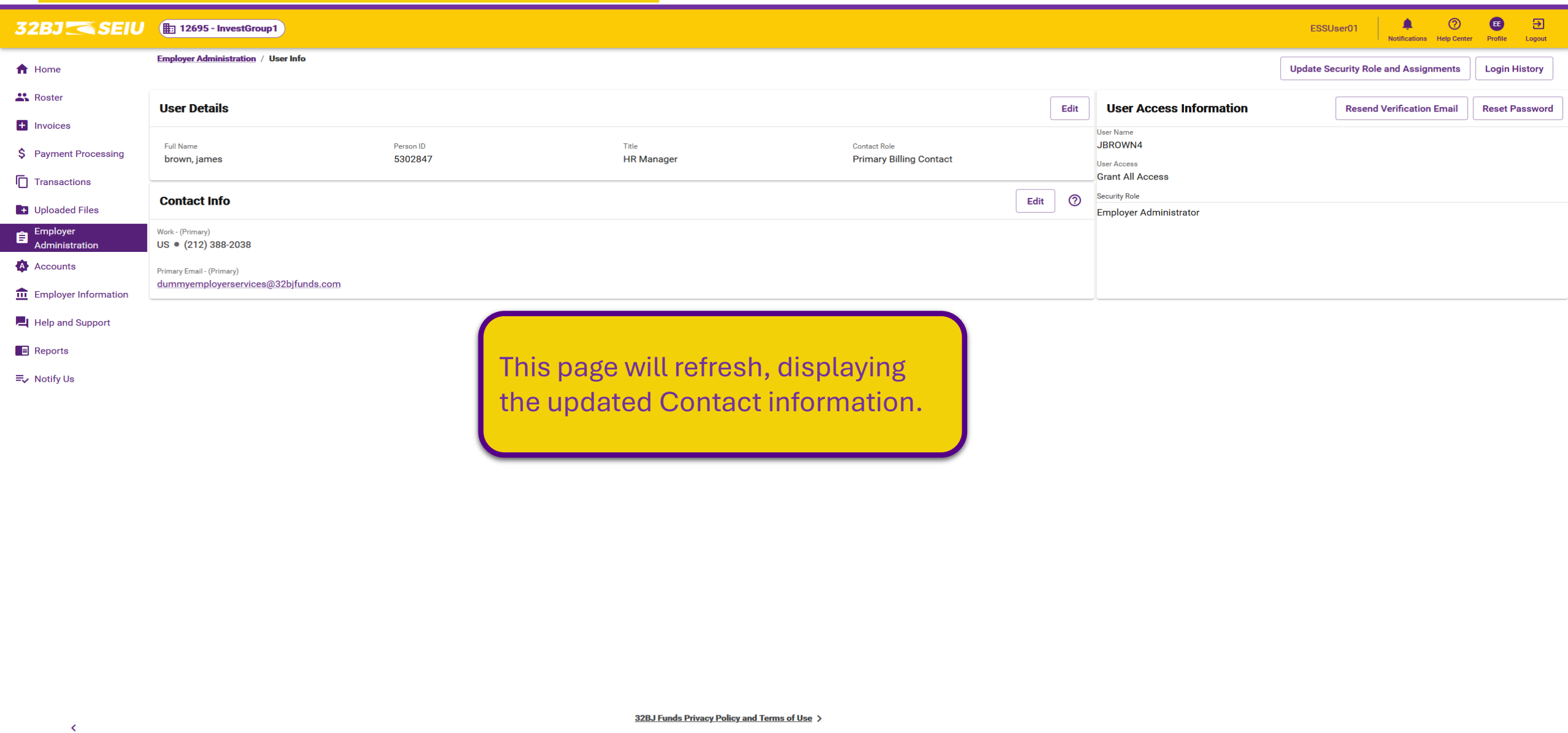
Under **Contact Info**, click **Edit.**

Contact Information



The Edit Contact Info wizard will display. Make the necessary changes to the **Phone Number** or **Email,** then click **Save.**

Contact Information

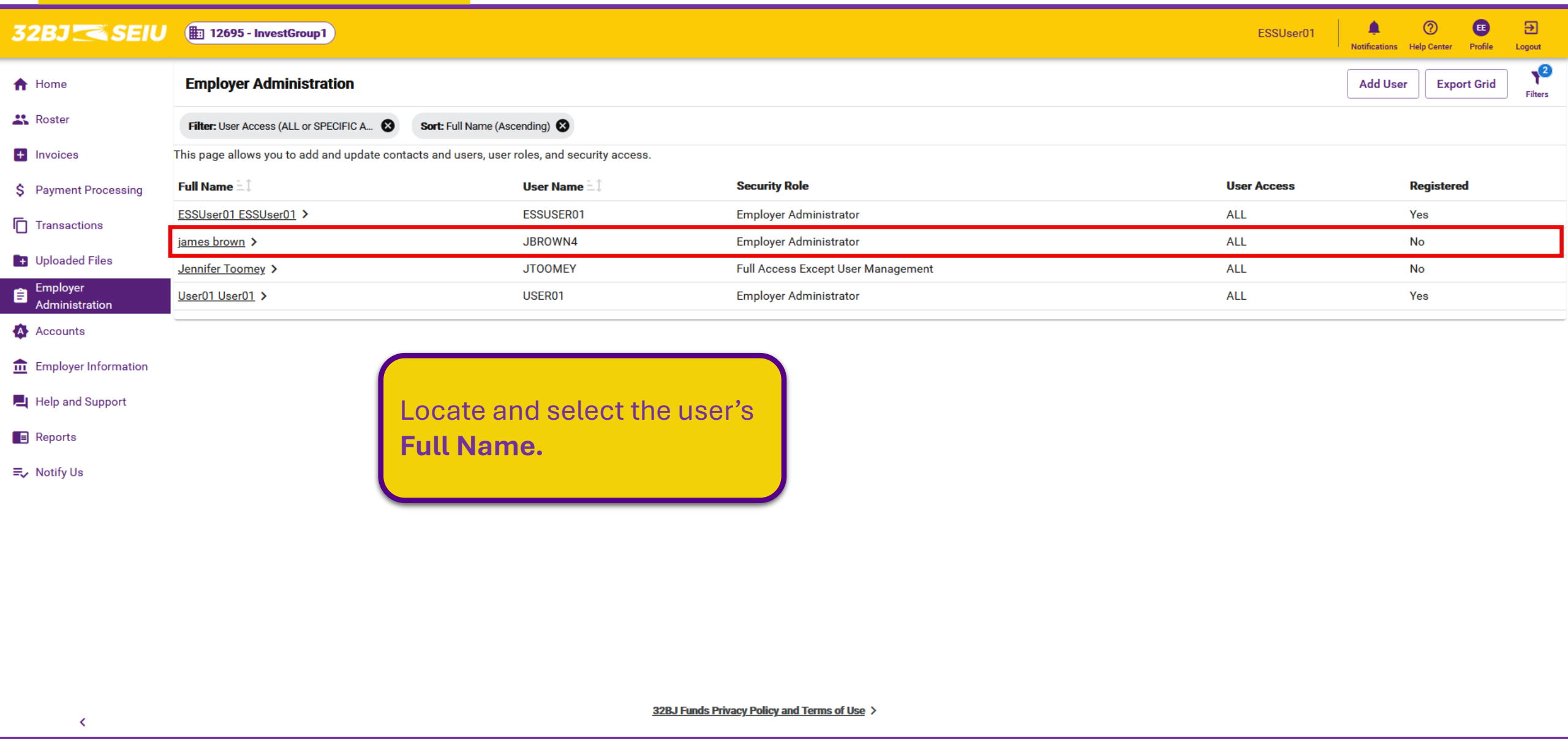


This page will refresh, displaying the updated Contact information.

Content

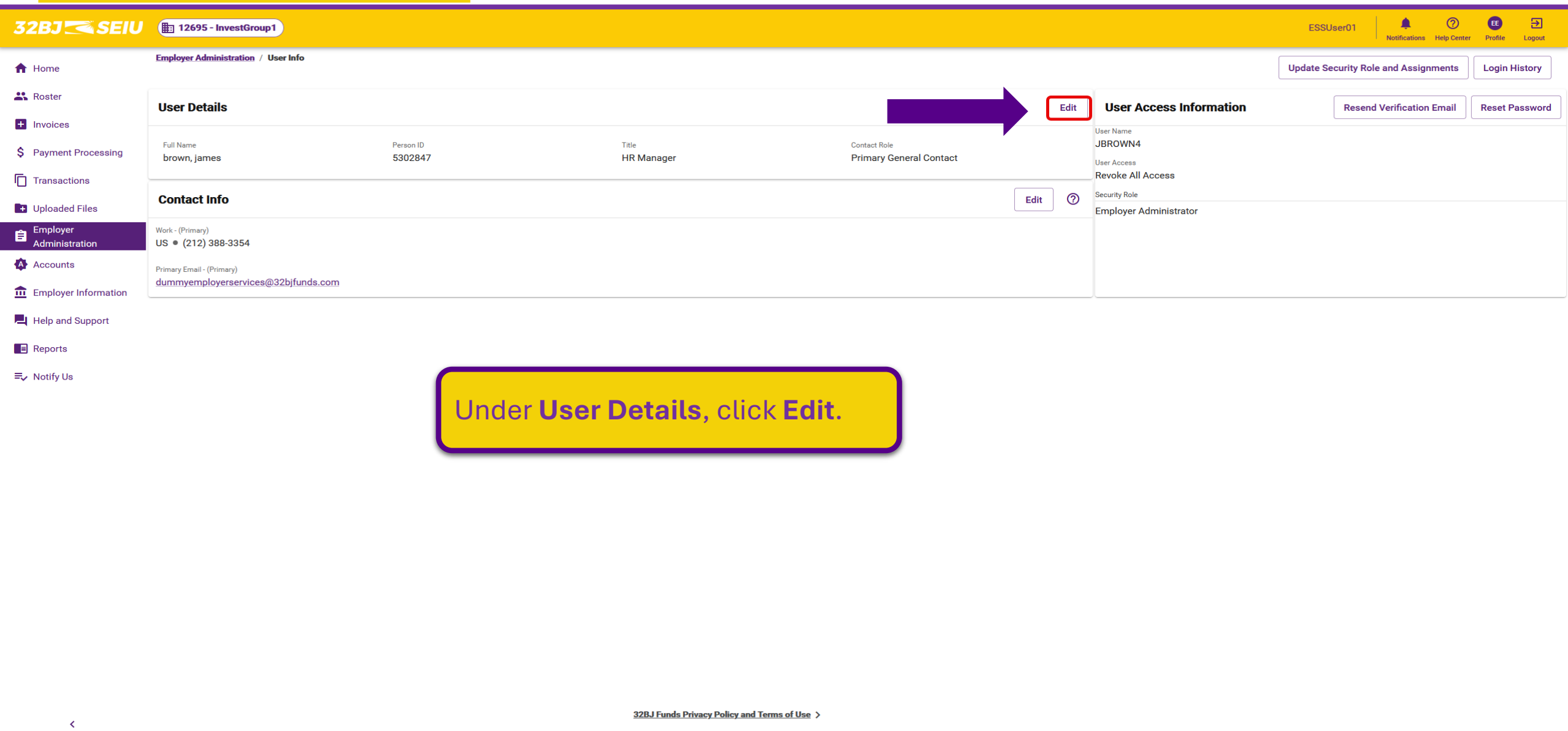
Select any link to access the content of each section.

User Details



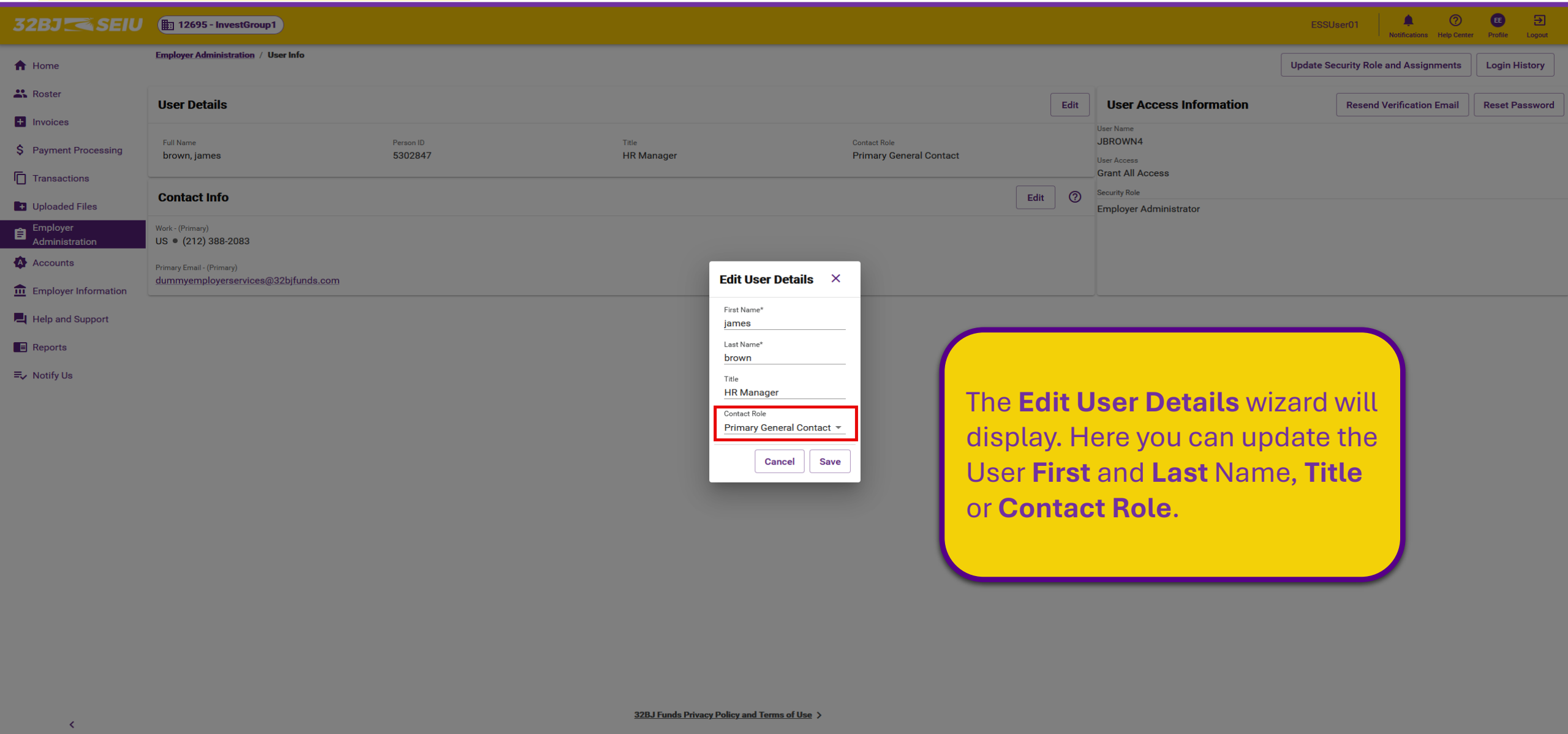
Locate and select the user's **Full Name.**

User Details



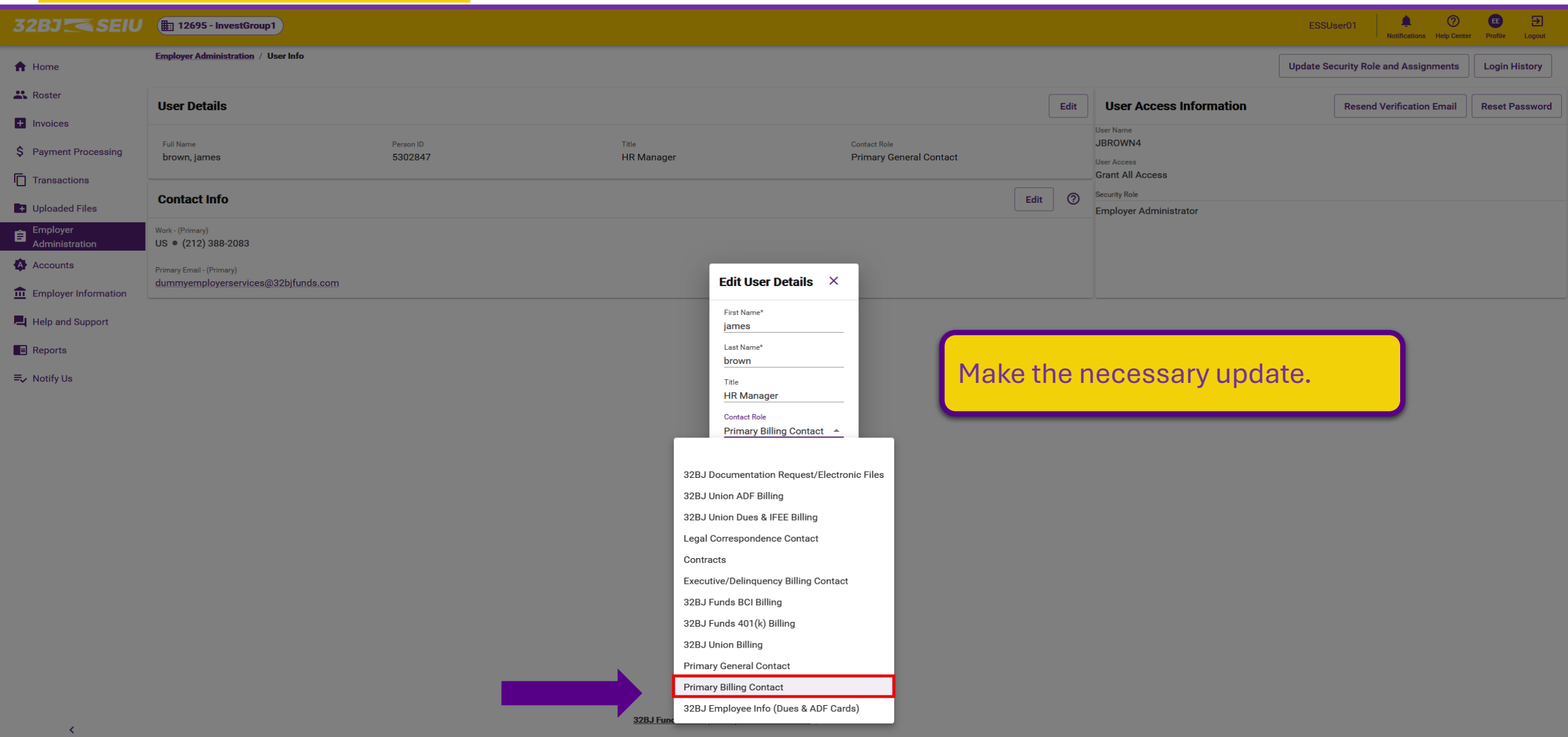
Under **User Details**, click **Edit**.

User Details

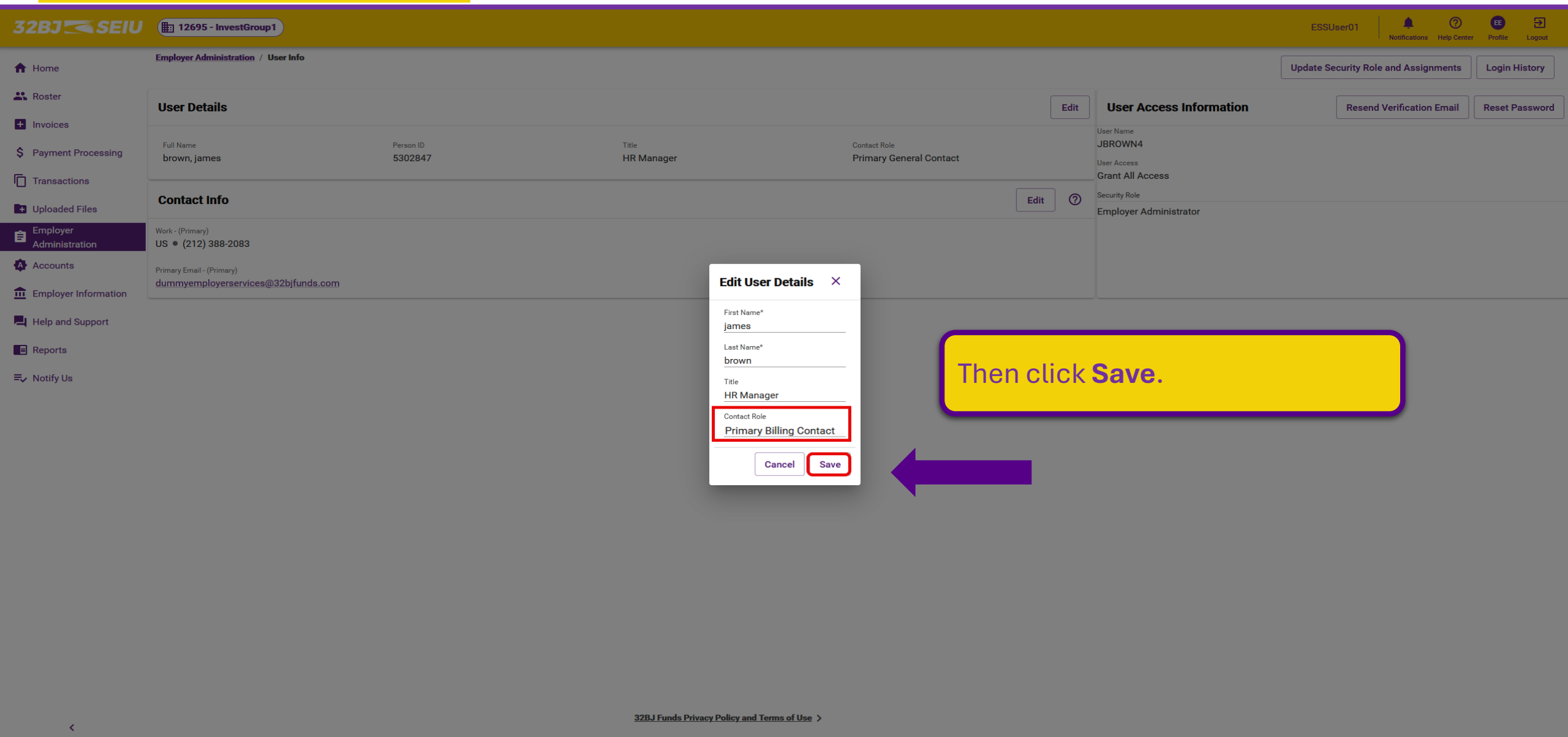


The **Edit User Details** wizard will display. Here you can update the User **First** and **Last** Name, **Title** or **Contact Role**.

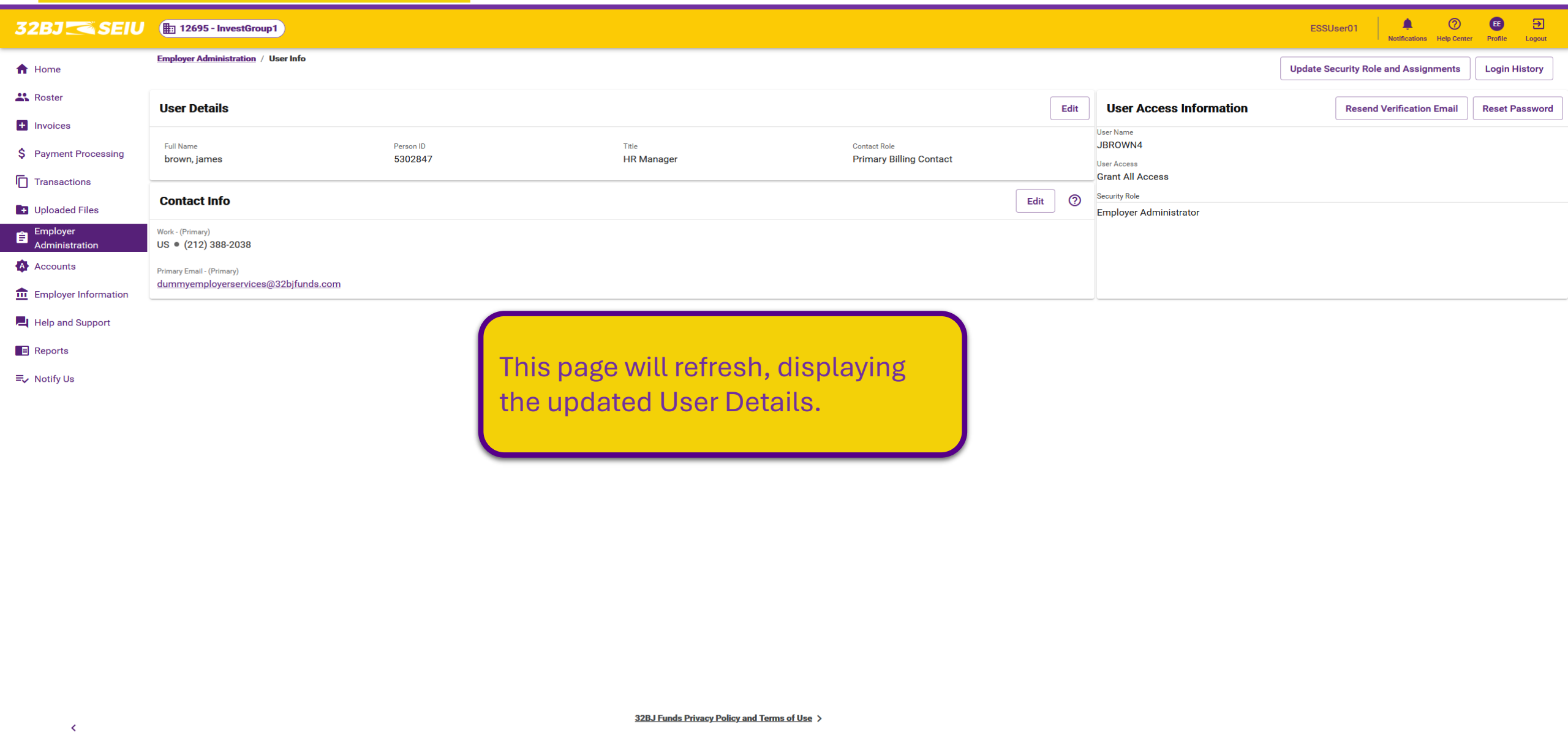
User Details



User Details



User Details



This page will refresh, displaying the updated User Details.

Conclusion

EmployerRelations@32BJFunds.com

(212) 388-3354

www.32BJFundsEmployer.org