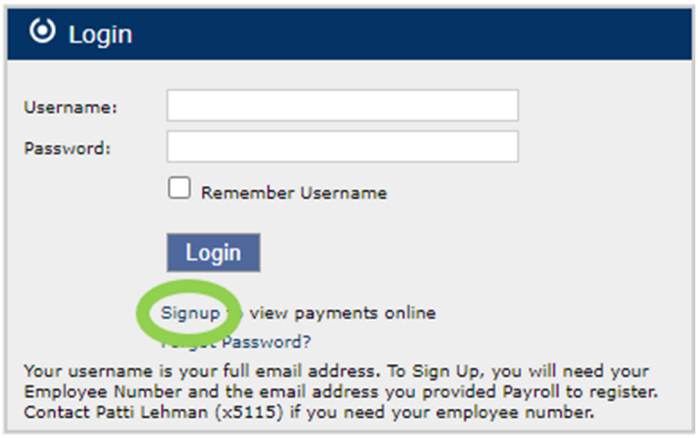
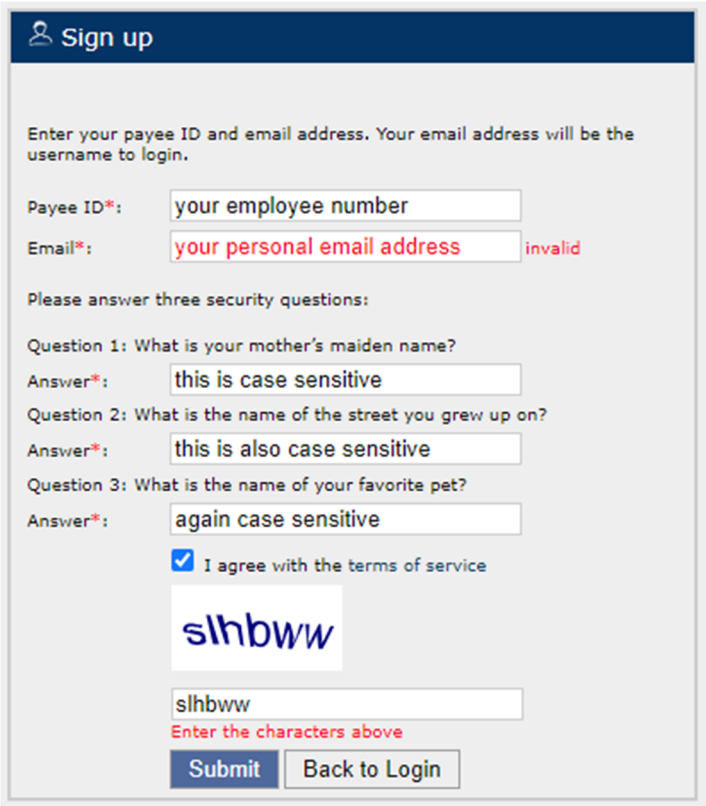
Payroll Portal Signup Instructions

Website: https://ezps.city.ames.ia.us/SSP/COA/Login

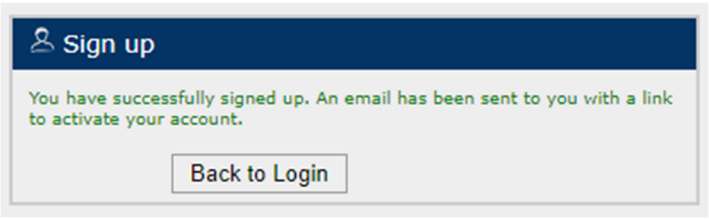
Click on Signup just below the Login button.



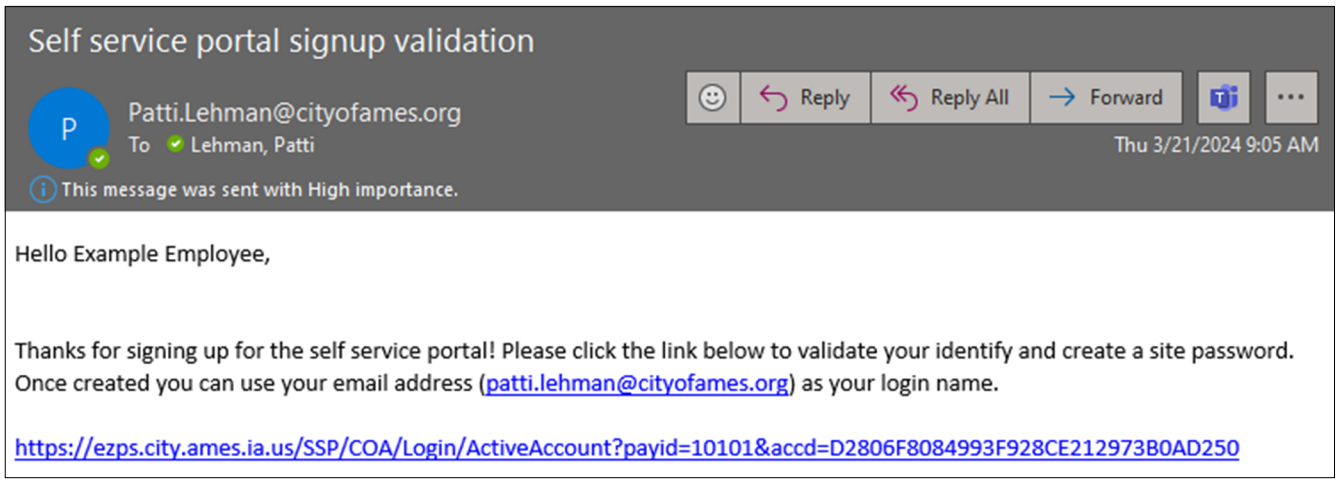
Enter your employee number and the email address you receive payroll notices at.
Create answers to all 3 security questions. Keep in mind these are case sensitive.
Click the box to agree to the terms of service.
Enter the captcha characters. Then click Submit.



You'll receive a confirmation message:

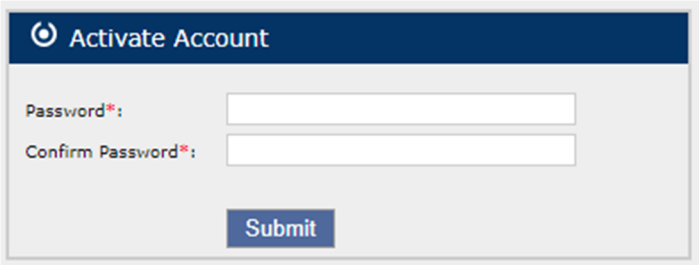


Check your email for a message from me with subject: Self service portal signup validation. Example:

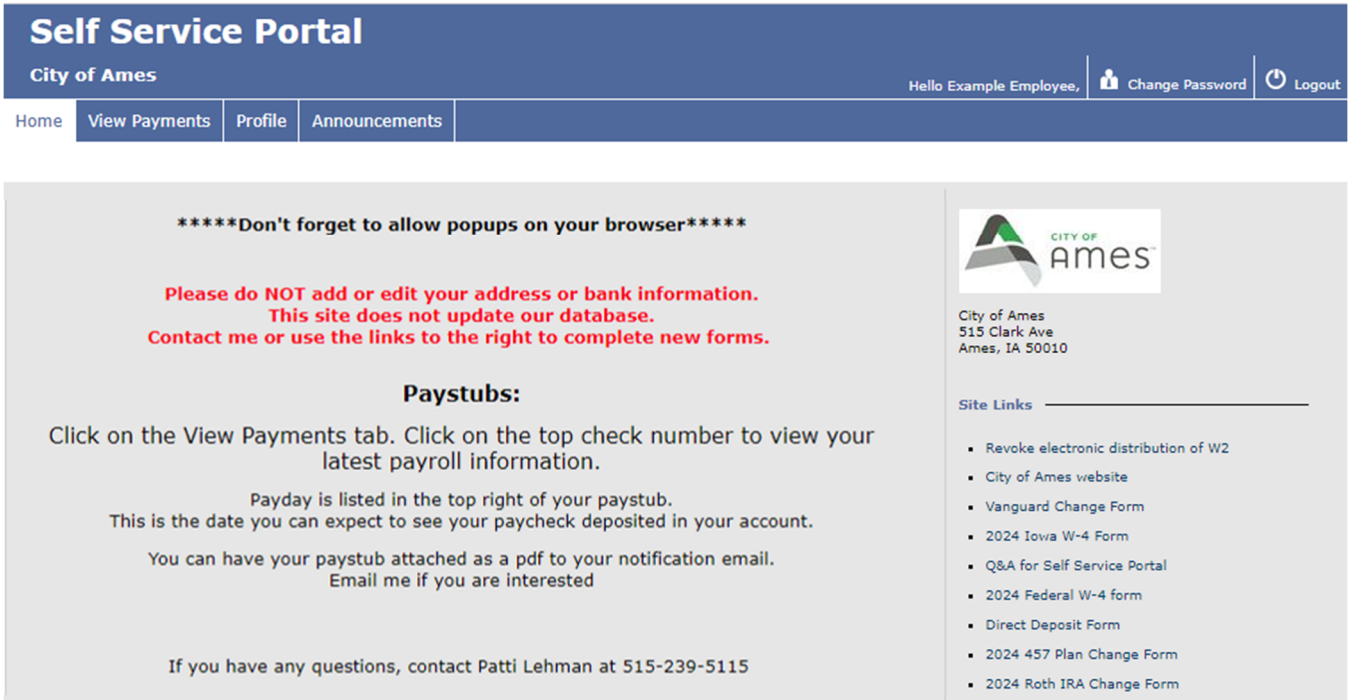


Click on the link in the email.

You'll be redirected to the portal to create a password.
Create a password and then retype it to confirm. Click submit.



You'll be logged in. The main page looks something like this:



If you have any questions, feel free to call or email.

Patti Lehman
515-239-5115
patti.lehman@cityofames.org