

# How to setup & login to your account in eSuite

Open your internet browser (Internet Explorer, Firefox, Google Chrome) and go to <https://esuite.mishawaka.in.gov>

## Account Setup (only needed one time)

1.) Employee Log In screen

Click on “Activate Your Account” on the lower half of the screen

2.) Verify Your Identity

Enter your Last Name

Enter your Social Security Number and then confirm your SSN

Click Continue

3.) Create Your Account

Create a Username (must be at least 7 characters)

Create a Password and then confirm your password

Click Continue

“Click to Login” at the bottom of the screen and it will take you back to the main Log In screen

## Login

1.) Employee Log In Screen

Login to the portal with the username and password you just created.

2.) Portal Screen

Once you have successfully logged in

- Go to the “My HR” tab and select “Paychecks”
- Select a Pay Period from the drop down box

To print a copy of your paycheck

- Click on “Print Pay Check”
- A new window will open up with your paycheck
- Click on the printer icon (near the bottom of the screen) or right-click on the paycheck and select *Print...*