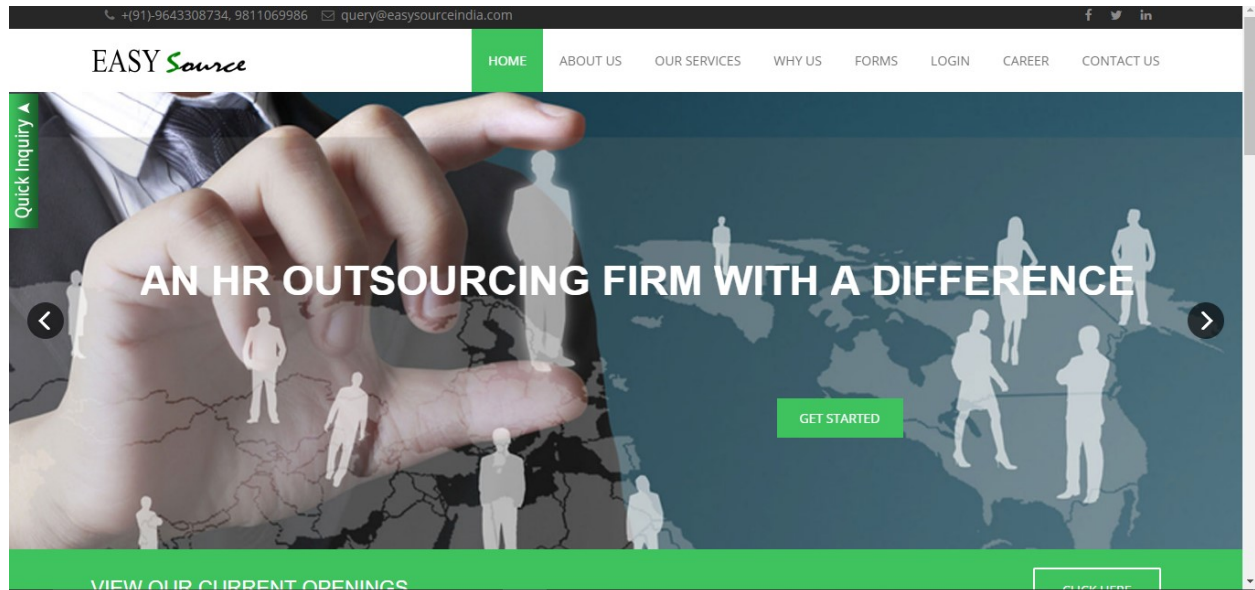


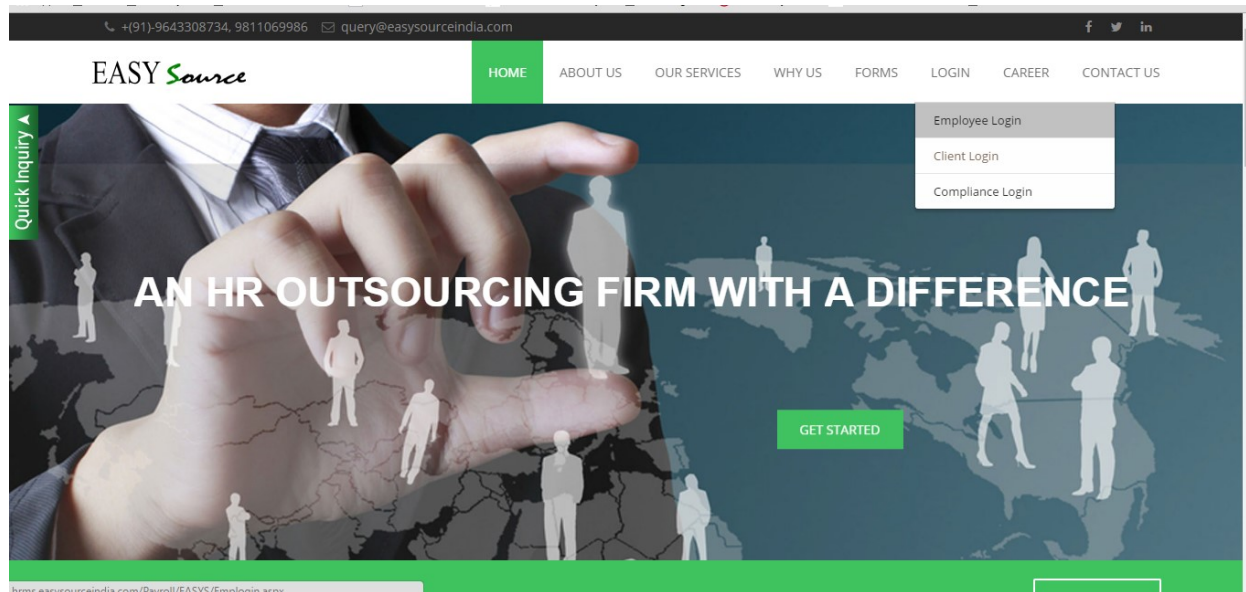
## Handbook of Employee Self Service(ESS)

Q. How to access ESS portal of Easy Source?

It is a simple process just login to [www.easysourceindia.com](http://www.easysourceindia.com) then below page will be opened



Click on Login Tab then click on Employee Login



[www.easysourceindia.com](http://www.easysourceindia.com)



Forgot your password? Please enter the following information

User ID :

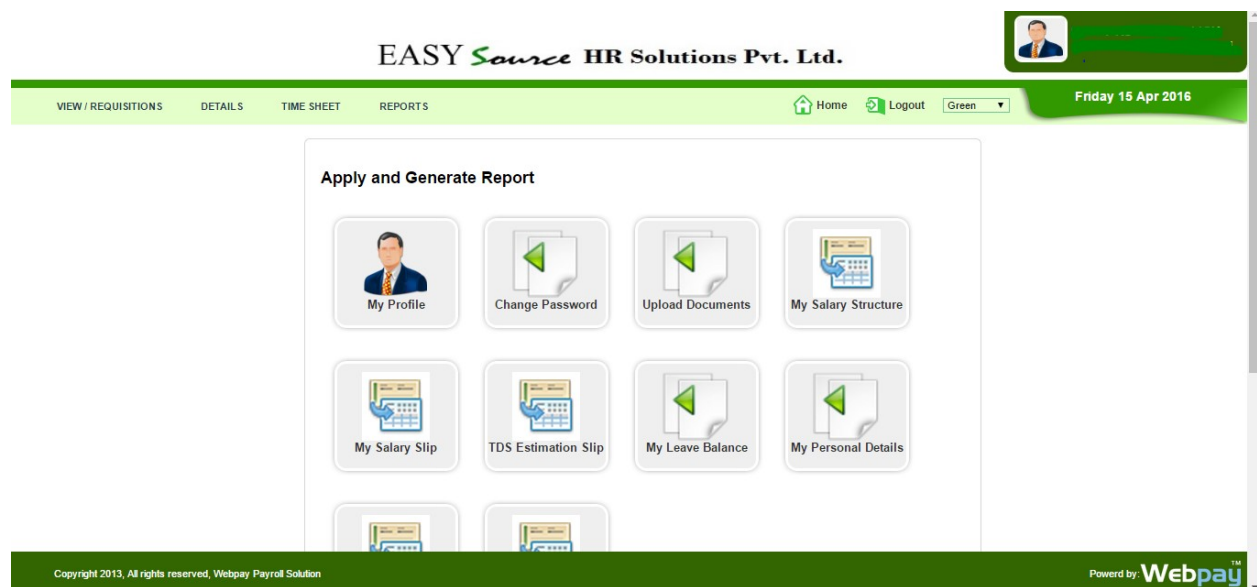
Date of Birth :

Please enter the characters :   
as shown below

907615 

[Click here to relogin.](#)

## Home Page of ESS portal



EASY *Source* HR Solutions Pvt. Ltd.

VIEW / REQUISITIONS DETAILS TIME SHEET REPORTS Home Logout Green Friday 15 Apr 2016

Apply and Generate Report

My Profile Change Password Upload Documents My Salary Structure

My Salary Slip TDS Estimation Slip My Leave Balance My Personal Details

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### Q. What to do if Email id is not updated?

Employee can write a mail to [helpdesk@easysourceindia.com](mailto:helpdesk@easysourceindia.com) with their Employee code and email ID for updation.

### Q. How to contact Helpdesk for query?

Employee can write email to [helpdesk@easysourceindia.com](mailto:helpdesk@easysourceindia.com)

And Call to 011-49991116

[www.easysourceindia.com](http://www.easysourceindia.com)