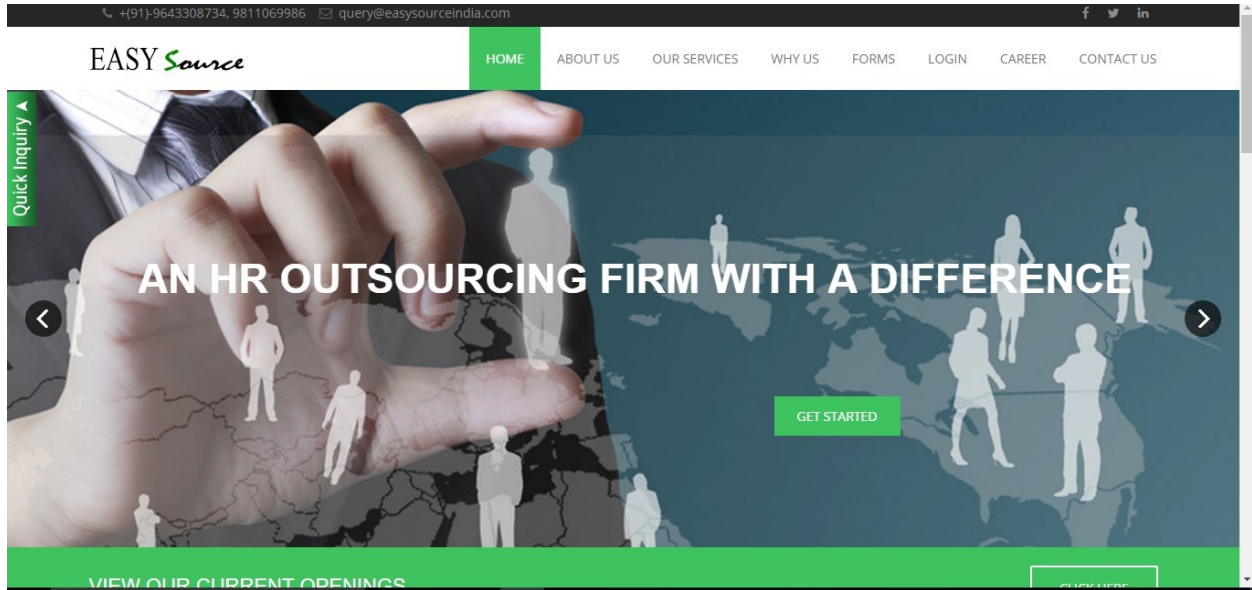


## Handbook of Employee self-service (ESS)

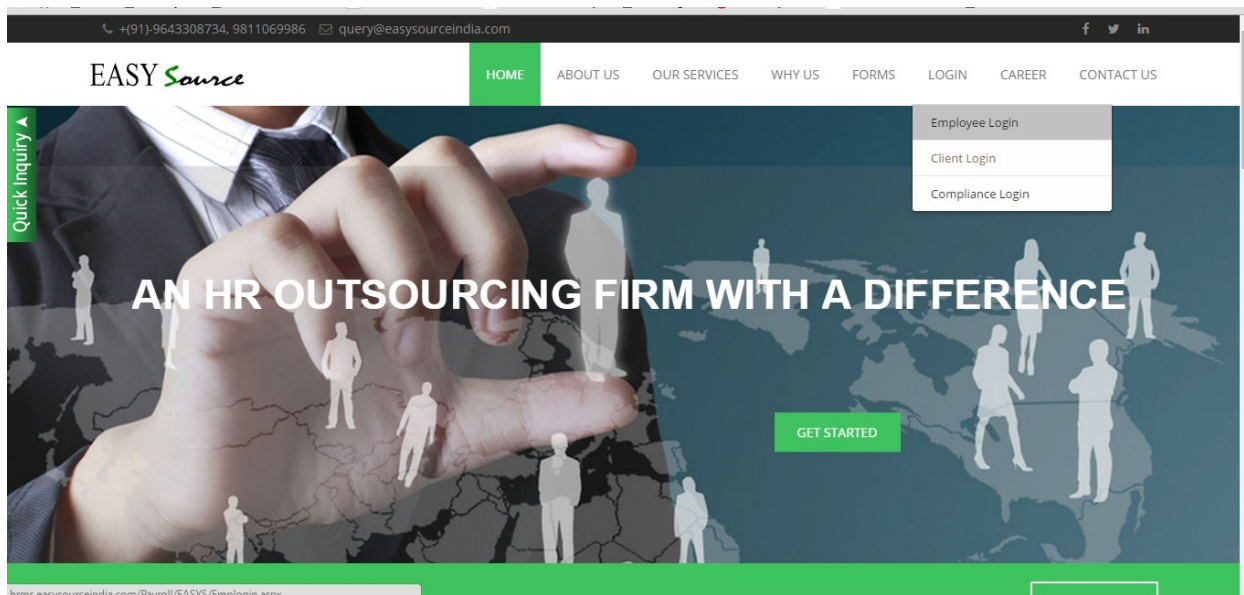
Q. How to access ESS portal of Easy Source?

Step 1: Log on to [www.easysourceindia.com](http://www.easysourceindia.com)

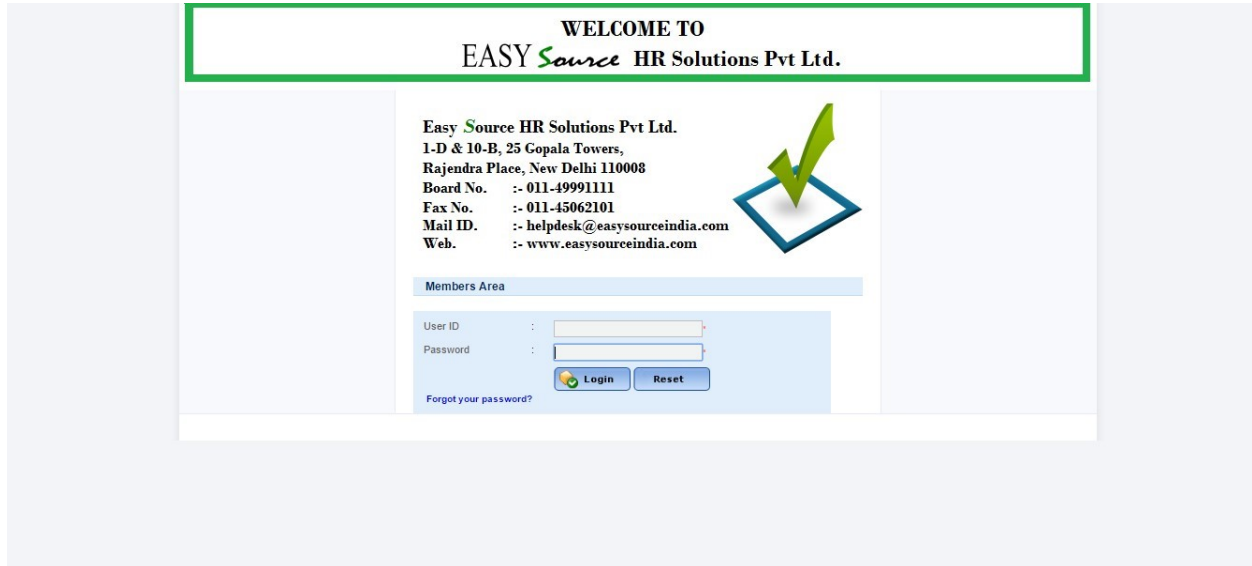
This page will be displayed



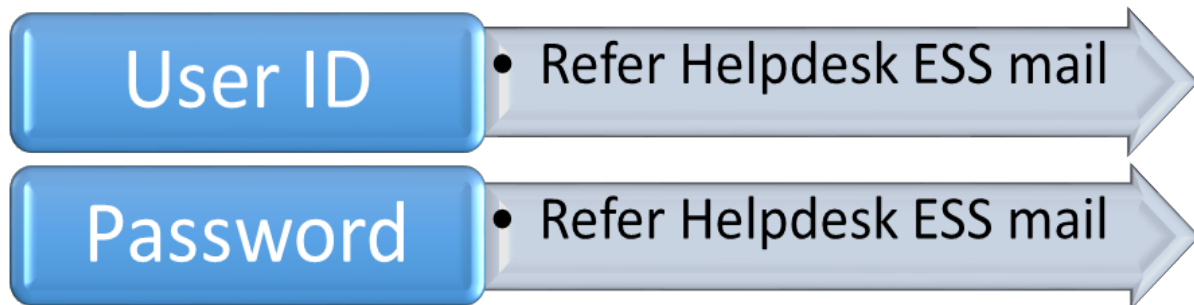
Step 2: Click on login Tab and then chose Employee login



Step 3: After clicking on Employee login, Page will redirect you on ESS portal login page.



Step 4: Fill in the details of USER ID & Password (Refer Helpdesk ESS Mail). If you forgot your password, then click on “Forgot your password”. It will open reset password page.



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.](#)

Step 5: You have reached to 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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### Frequently asked questions for ESS:

Q. What should I do if my email id is not updated?

You may write a mail to [helpdesk@easysourceindia.com](mailto:helpdesk@easysourceindia.com) with your employee code and email ID for updation.

Q. How to contact Helpdesk for query?

You can write an Email [helpdesk@easysourceindia.com](mailto:helpdesk@easysourceindia.com) else call on 011-49991116