# 🌐 City of Charleston – Employee Access Portal

**What is Employee Access?**

Employee Access is a secure, cloud-based portal that allows City of Charleston employees to view paystubs, leave balances, tax documents (including W-2s), benefits, and more—from any computer or mobile device.

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## 🔑 How to Register (New Users)

1. Visit: https://cityofcharlestonwv.tylerportico.com/tesp/employee-selfservice/
2. Select **"New User"**
3. Enter the following information:
   - Full name (as it appears on your paycheck)
   - Last 4 digits of SSN
   - Date of birth (MM/DD/YYYY)
   - ZIP Code
   - City or personal email address
4. Create a username and password.
5. Submit and wait for confirmation—access is typically activated within 1–3 business days.

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## 🔄 Existing Users

Go to the same link and enter your registered email and password. Use "Forgot Password?" if you need to reset it.

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## 💻 Features Available

- View latest and past paychecks
- Review tax documents (W-2s, W-4)
- Track time off balances
- Update personal contact info
- Access benefit summaries and announcements

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## 🆘 Need Help?

Contact Human Resources

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