



# Employee Portal

Setting up your account in 5 EASY steps!  
[www.maryvillegov.com/employees](http://www.maryvillegov.com/employees)



Enter the portal on any city computer using Internet Explorer for best results...

**1**

## Identify

Enter your Employee Number then enter your Social Security Number or temporary password if received from the employee portal in the password box. Click on Login.

**2**

## Confirm Identity

Enter your Social Security Number on the Security Answer line and click on Reset Password.

**3**

## Customize Password

Create a new password with something that will be easy for you to remember.

**4**

## Customize Your Security

Continue using your Social Security Number for security question or, set up a customized security question and the correct answer in case you forget your password in the future

**5**

## Log in

Click on the Log In button. You're all set! Now you can view all your information anytime on a city computer!

**DON'T FORGET,  
ALWAYS  
SIGN OUT  
OF THE PORTAL  
BEFORE CLOSING  
INTERNET  
EXPLORER!**

