

EMPLOYEE SELF-SERVICE FREQUENTLY ASKED QUESTIONS

How do I get to the login page?

The self-service portal is available from any device with internet access at:

<https://salemma.munisselfservice.com>

or

www.salem.com

I forgot my username/password. What do I do?

Your username is your first initial + last name + last four of your social security number

Example: jsmith1234

If you don't know or have forgotten your password please use the [Forgot your password?](#) link to have your password hint and a reset link emailed to you.

Please remember when-

Logging in for the first time, your password is the last 4 digits of your social security number.

Creating a new password, it must be at least 8 characters long and contain at least one upper & lower case letter, number and one non-alphanumeric character.

Example: W1tchcity*

I would like to receive a direct deposit email. What do I do?

Log in and navigate to personal information. Use the Address/Email change link to edit or enter your email address. Direct deposit notifications will be sent to the first email address listed.

I'm logged in but I can't find the Holiday Listing. Where is it?

Holidays, tax withholdings and other useful items including the mandatory Conflict of Interest training link are available via the "Resources" drop down at the upper right of the screen.

I can't find my way back to the Welcome screen. How do I get there?

Simply click on the Home link at the top of the navigation bar on the left side of the screen.

Is my information secure?

Yes, your information is encrypted and will remain secure so long as you protect your username and password.

How do I log off?

Click your name at the upper right and choose log out. Please be sure to log out each time you use the portal.