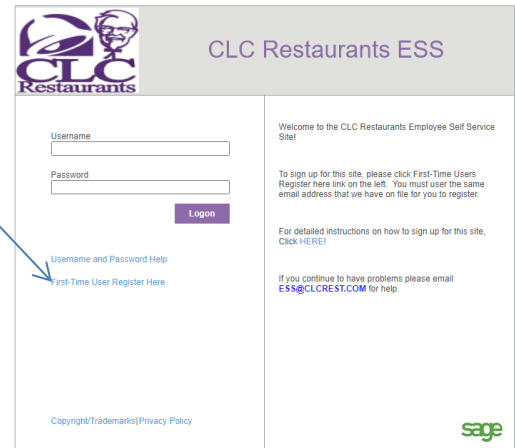


# How to Sign in to the CLC Restaurants, Inc Employee Self Service (ESS) Website

Navigate to <https://ess.clcrest.com/selfservice/>

At the welcome page, click on “First Time User Register Here”

Enter your information: This is where your pay stub will come in handy as everything has to be entered on this page EXACTLY as it is on your stub. Your name is not case sensitive, but it still must match what we have in our payroll software exactly. Therefore you must enter Susan (not Susie) Hotsauce if on your paycheck your name is shown as SUSAN HOTSAUCE.



## CLC Restaurants ESS

### Create New Logon

To set up your Logon, provide the following information:

First Name	*	<input type="text" value="Susan"/>	<i>Not case-sensitive</i>
Last Name	*	<input type="text" value="Hotsauce"/>	<i>Not case-sensitive</i>
Date of Birth	*	<input type="text" value="01/01/1980"/>	<i>mm/dd/yyyy</i>
E-mail Address	*	<input type="text" value="susiehotsauce@gmail.com"/>	
Security Question	*	<input type="text" value="What is the country of your ultimate dream vacation?"/>	▼
Security Answer	*	<input type="text" value="france"/>	

1. Enter you First and Last Names, your birthday in the format shown (mm/dd/yyyy) and the email address that you used with TalentReef when you applied.
2. Next, choose a Security Question and type in your answer. This is used if you forget your password so make note of this question and answer!

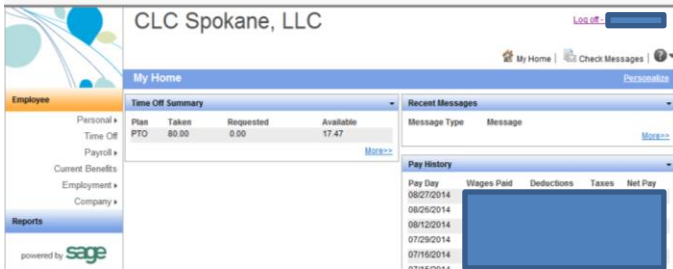
Next you MAY have to select your company. This will **only** come up if you worked for CLC prior to 2015. Choose CLN for current wages. If you require wages from 2015 or earlier, please email us at [ess@clcrest.com](mailto:ess@clcrest.com) to get help on which company you should sign up under.

Once you select your company, Choose your Logon UserName and Password.

After you do that you will be taken right in to ESS.

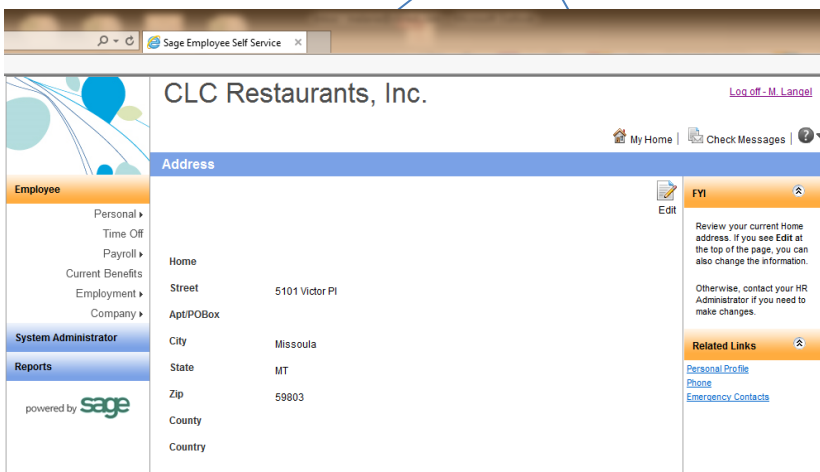
Notice your company name at the top of the page. It should say CLC Northwest or PSTB for all wages earned after 2016.

You will start at your “My Home” page, here you will see your PTO Summary (if applicable), your recent messages, your pay history, and your benefits (again if applicable) To get any more info on these areas, click the more links in each section.



The first thing you need to do is click on your Personal page and verify your information. Please check your address, enter phone numbers, emergency contacts, and a personal email that you check regularly.

Any area that is “editable” will have an edit button at the top that you must click on first to make changes.



Some changes are made and updated to our software here at the office immediately. Other changes, like those made to your dependents, require “approval” from the Office. You will see the status of your changes, if they have been approved, etc under the messages section on your home page.

Please use this site to keep your address, phone number and email current at all times!

The rest of the site is quite easy to figure out. You may also find it handy that under Current Benefits are the links to our various Benefit providers if you have Benefits through CLC.

If you have troubles or questions, please email [ESS@CLCREST.COM](mailto:ESS@CLCREST.COM) and someone will assist you!