

# Springbrook Employee Portal

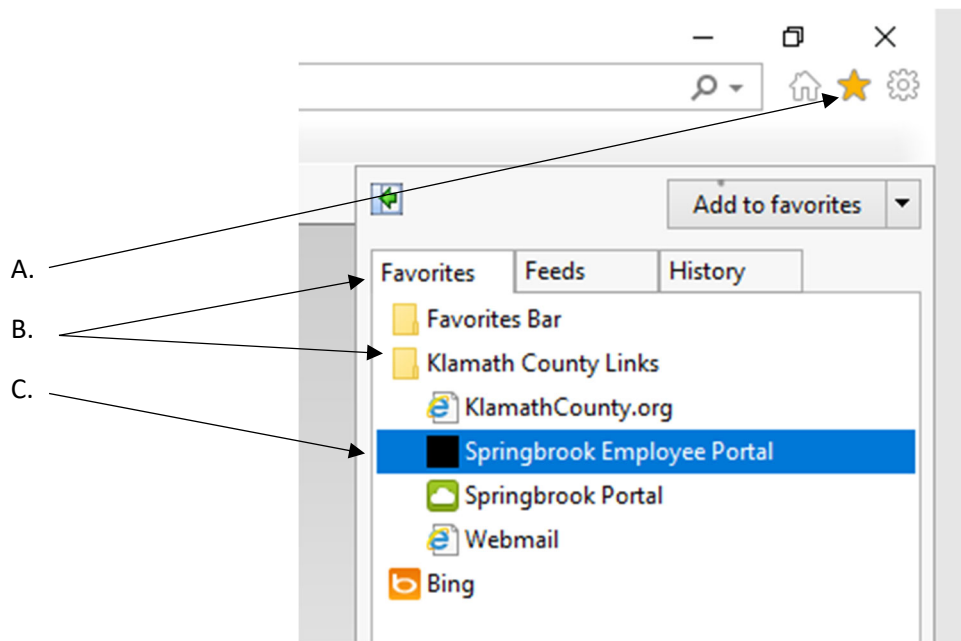
Welcome to the Springbrook Employee Portal, more commonly referred to as Employee Self Service (ESS) or more simply “The Portal” throughout the County and its departments. The Portal allows employees to prepare and submit timesheets, view forms and documents such as W-2 and pay stubs, submit leave requests and manage personal information.

You may access the Springbrook Employee Portal at:

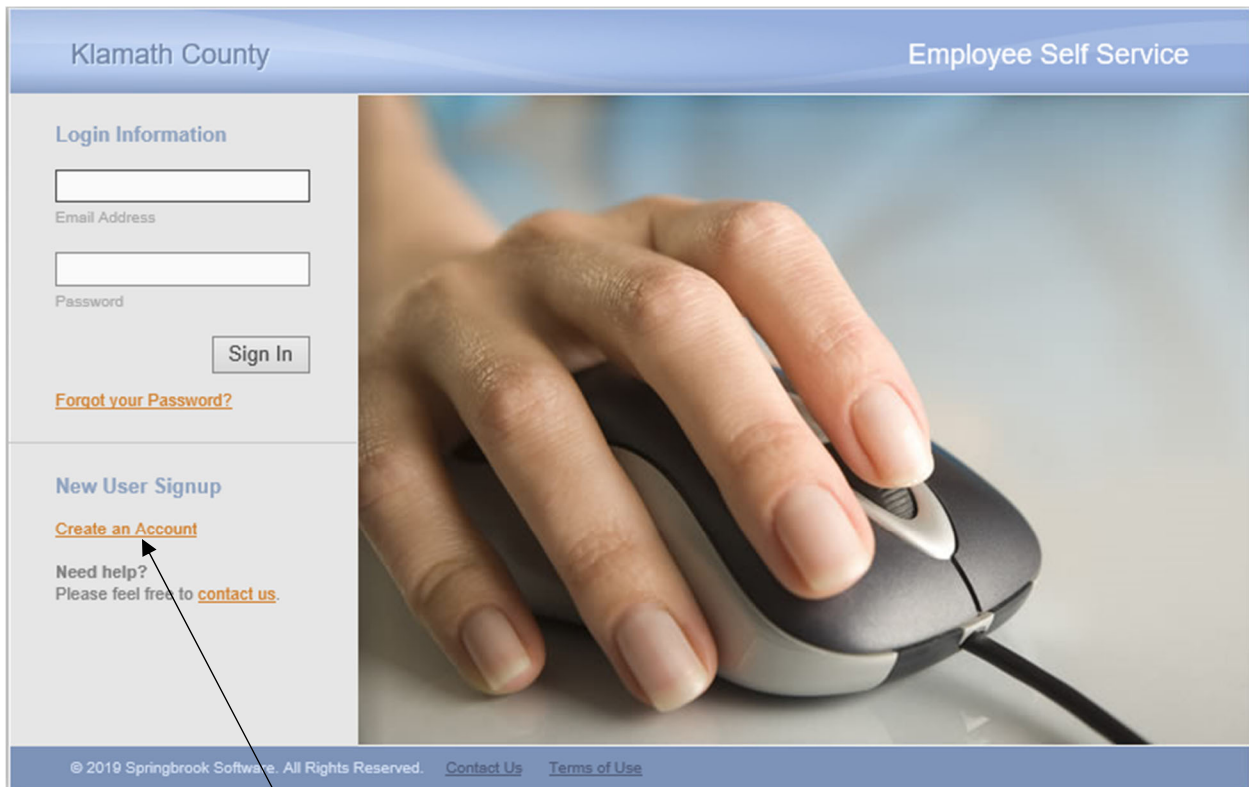
<https://klamathcounty.accessgovernment.net/EmployeeSelfService/Account/SignIn?returnUrl=%2FEmployeeselfservice>

Please follow the instructions on pages 1-3 to create your account in the Springbrook Employee Portal.

1. In Internet Explorer navigate to the Springbrook Employee Portal link saved in your favorites.
  - a. In Internet Explorer click on the star in the upper right-hand corner of the web browser
  - b. Under the favorites tab, click on the file folder named, “Klamath County Links”
  - c. Select Springbrook Employee Portal (If you do not see Springbrook Employee Portal, please access this from the URL provide above, and follow the instructions on page 4 to save this to your favorites.)

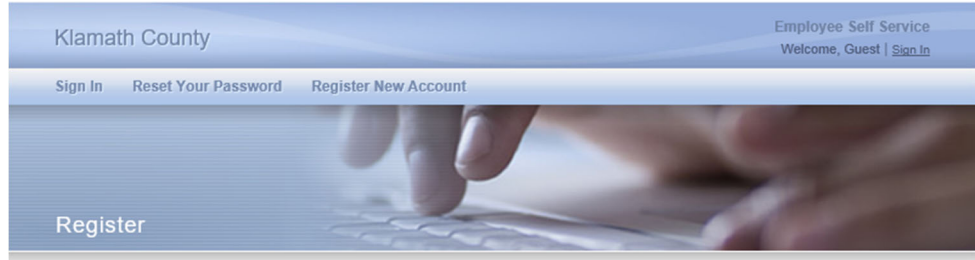


2. From the Employee Self Service Log-in Page, select "Create an Account"



Click Here to create your account.

3. Enter your credentials.
  - a. Enter your email address and confirm it (Do **NOT** use your county email. Use your personal email address. Use of personal email address will ensure continued access to forms such as W-2 after separation from County employment.)
  - b. Create a password and confirm it (Be sure to follow the required parameters)
  - c. Enter your employee number (located on the badge you are given at Orientation)



Register

Complete the following fields to create your account.

Email Address

If you forget your password you can reset it, and the new password will be emailed here.

Confirm Email Address

Password

Password must be at least 8 characters in length, and include three of the following:

- Lowercase Letters
- Uppercase Letters
- Numbers
- Special Characters (., @, #, \$, %)

Confirm Password

Your employee number

Register

4. After you have done this, click register at the bottom of the page.

Your employee number

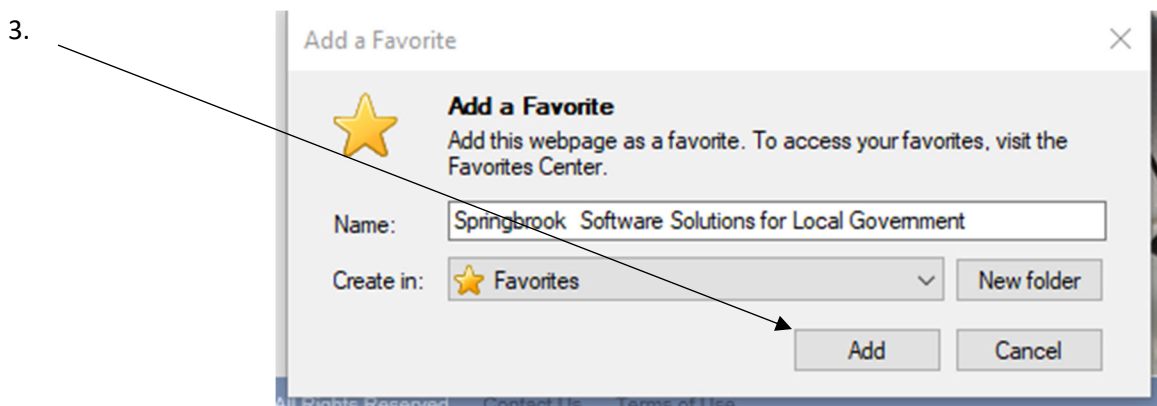
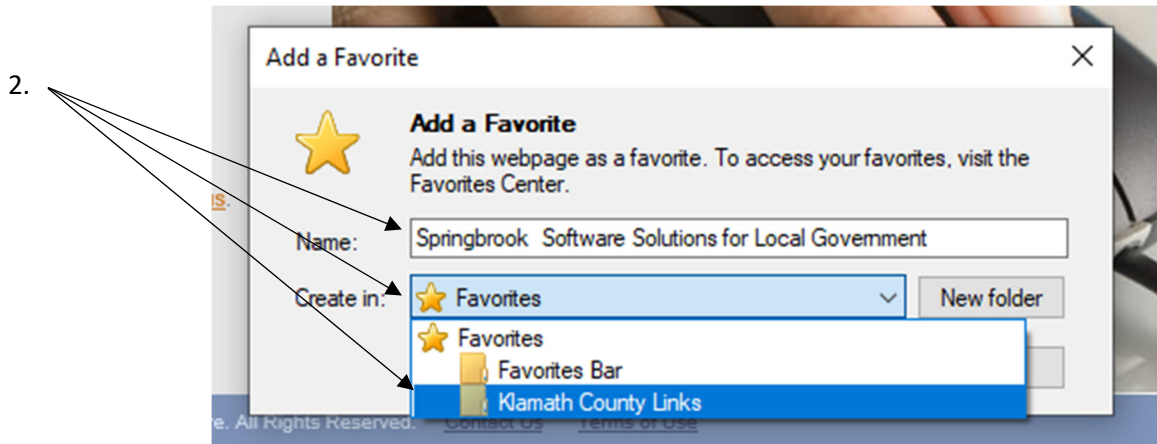
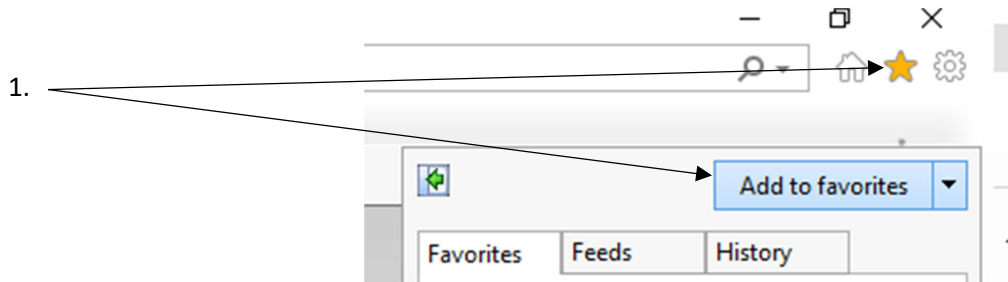
Register

Click here to finish creating your account.

# Klamath County, Oregon: Springbrook Employee Portal

To add this to your favorites, please follow the following steps:

1. While you are on the webpage, click the star located on the right-hand side of the web browser, and click "Add to Favorites"
2. Rename the Web Page to Springbrook Employee Portal. select the folder named "Klamath County Links" from the "Create in:" section.
3. Click "Add" to finish saving this to your favorites. (after you have done this, please follow the steps on pages 2-3 to finish setting up your account.)



Klamath County, Oregon: Springbrook Employee Portal

If you forget your password or you find yourself in need of further assistance, please contact Kirby Garlitz in the Finance Department.

Please contact Kirby Garlitz at:

Email address: [helpdeskfinance@klamathcounty.org](mailto:helpdeskfinance@klamathcounty.org)

Phone number: 541-883-4202 ext. 3035