




1. Login to your ESS- <https://selfservice.livgov.com/mss/login.aspx?>
2. Once on your homepage, you should see a notification that you have documents to acknowledge, and two documents listed under “*Required Reading*.” Click on each link to view the required reading.

### Welcome to Employee Self Service

 You have documents that need to be read and acknowledged.

#### Required reading

- [Self-Monitoring Agreement](#)
- [How to wear a face covering](#)

3. After you click on the link, a screen will pop-up allowing you to “*View Document*.” Click on the view document button, and a new screen will pop up to review your document.

### Self-Monitoring Agreement

Livingston County Employee CARE Self-Monitoring Booklet COVID-19

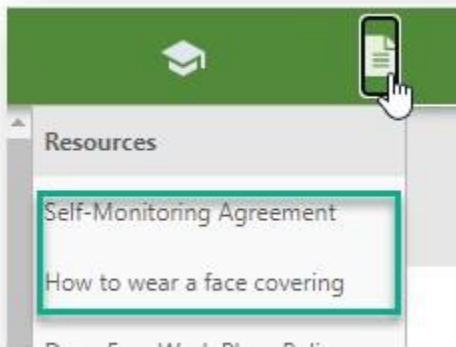
[View document](#)

Cancel

- Once you close out of your document, it will bring you back to your ESS home page, and now you should see a screen that allows you to acknowledge the document & video.



- Repeat steps 2-4 for the second document.
- If you would like to review these documents again, the video is posted in the announcements as well as the document area in ESS, which is located in the upper right of your screen.



*Questions?* Feel free to reach out to Jennifer Slater in Human Resources at 517-540-8752 or [Jslater@livgov.com](mailto:Jslater@livgov.com)