



Below are the instructions to log into Employee Self Service for payroll information from Imagine Enterprises.

You must request a PIN number from Imagine Enterprises (beverly.trivanovich@imagine-enterprises.org) in order to create a user account.

1. Log onto the Portal - <https://imagineenterprises.traponline.com/ESS>
2. Select Company "Imagine Enterprises" from pull down menu
3. Click on "Create New User."
4. Complete the requested information:
 - Username = Type in a user name that you will remember.
 - Employee ID = this is the Employee ID provided on your paycheck.
 - Pin = this is the PIN number provided by Imagine Enterprises.
 - New Password: Enter a new password into the New Password field.

NOTE: passwords must be between 8 and 20 characters, have at least one capital and lowercase letter, one number and one special character (@!#\$%^&*).

- Confirm Password= Reenter the new password into the Confirm Password field.
 - Last 4 SSN = Enter the last four numbers of your social security number.
 - Zip Code = Enter the first 5 numbers of your home zip code.
5. Click on "Create User".
 6. Click on "Continue" after your account has been created.
 7. You will be back on the Log In screen where you can enter your User Name and Password.
 8. Click "Login" to enter the employee portal home screen.

If you forget your login or password, you will have to re-create your user account by contacting Beverly Trivanovich (beverly.trivanovich@imagine-enterprises.org) to re-set your PIN. Be sure to provide your employee ID#, name and employer when requesting a PIN re-set. The password can only be changed in the portal once logged in. It cannot be re-set externally.

Once you are on the home page, Click "EMPLOYEE"

Drop Down Menu:

PERSONAL INFO-Profile Info, Address, Phone, Hire Date, DOB

(For corrections/updates email beverly.trivanovich@imagine-enterprises.org; **all address changes must be submitted using IRS Form W4**)

FEATURES- Earnings-Job Codes
Tax Deductions (not available)

Other Deductions (not available)

CHECK HISTORY-Payroll Checks (Select View/Print for the desired pay stub.)

FEATURE HOURS-Not used

CALCULATORS- 1040 Tax Estimator
Buy or Lease?
Amortizing Loan
Loan Comparison

WEBSITES- IRS.gov
Social Security Administration

W2- **Select the Year** and the W2 copy needed

If you have multiple employers, these employee ID's can be linked to one User ID so that you can access all pay stubs with one account login. However, you would have to create a login for each employer to get access to the W2 for that particular employer. Please contact Beverly Trivanovich if you would like to link multiple employee ID's under one account login.

If you need additional assistance gaining access to your information, please call Beverly Trivanovich at 832/725-5582 or email 'beverly.trivanovich@imagine-enterprises.org'.

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