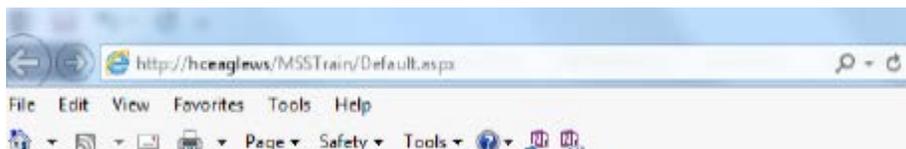
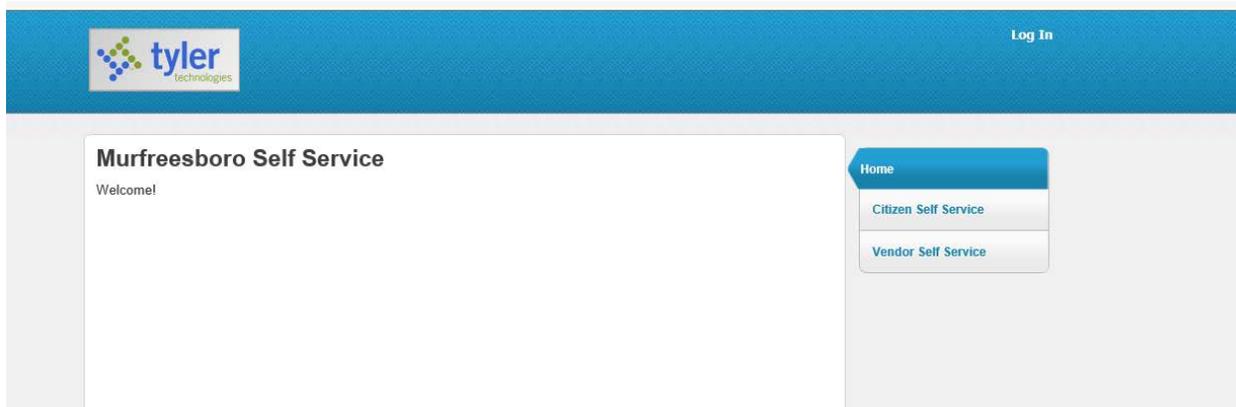


MUNIS EMPLOYEE SELF SERVICE – ENTERING EMAIL ADDRESS

1. From the Internet, type <https://murfreesboro.munisselfservice.com>

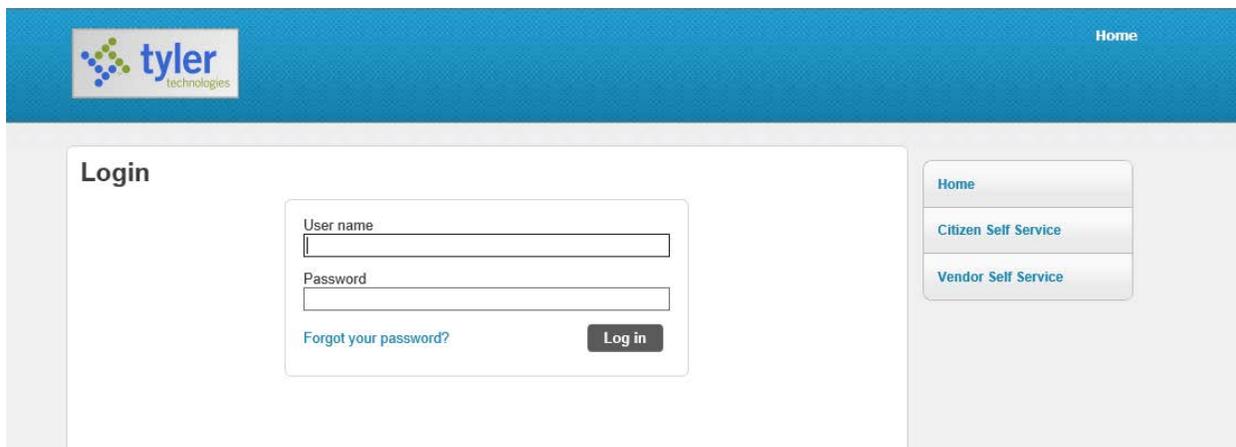


2. City of Murfreesboro Munis Self Service page will appear.



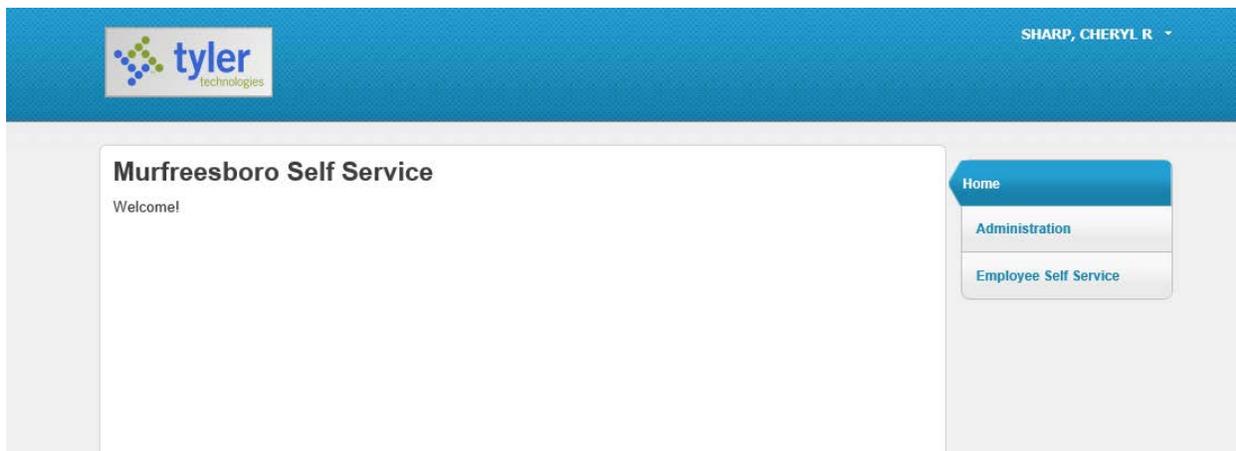
Do not click the Citizens Self Service or Vendor Self Service tabs. These are not employee modules.

3. Click the Log In link located above the gray bar on the top right-hand corner of the screen

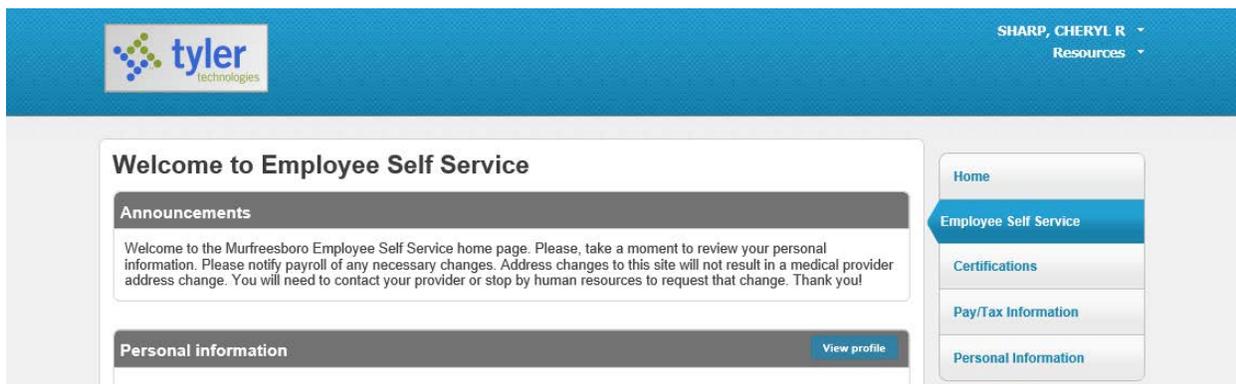


4. Enter your User Name (first, middle initial, last name OR first, last name, middle initial) and your password. The password for first time users will be the last 4 digits of their Social Security Number.

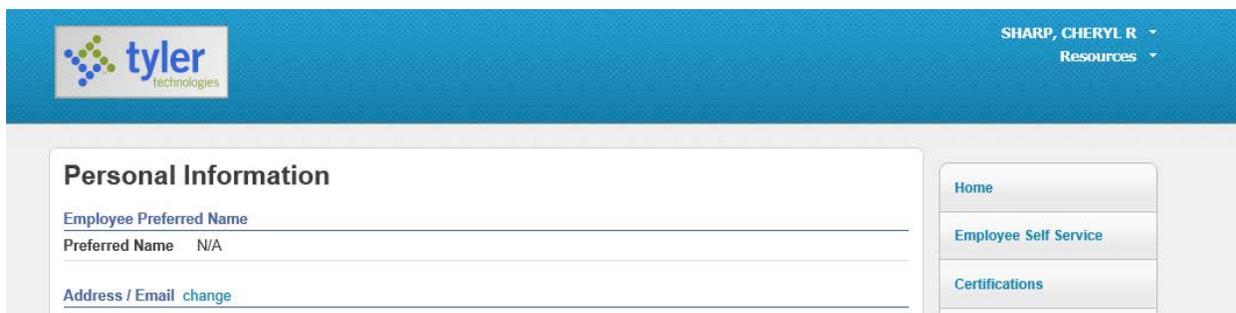
Click Log in when complete



5. Click on the Employee Self Service tab on right side of screen



6. Click on the Personal Information tab on right side of screen



7. Click on "change" located next to Address / Email

Mailing Address 3 Delete

Address line 1

Address line 2

City

State

Zip

Email

Email Address

Alternate Email Address

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Scroll to the bottom of screen and enter your City email address, if one is assigned to you. You may also enter an alternate email address.

If you do not have a City email address, please enter your personal email address.

VERIFY THAT YOUR EMAIL ADDESS IS CORRECT then click on Update and logout.