Welcome to Employee Self-Service (ESS)!

What is Employee Self-Service (ESS)?

Your District/Agency implemented a new Human Resources and Payroll system provided by the Los Angeles County Office of Education (LACOE). This new system provides employees with easy, secure on-line access to:

- View and download paystubs
- View certain employee profile & certification information
- Opt-in for electronic receipt of W-2s
- Other benefits like Update Address and Emergency Contact Info*
  * This functionality is available only to select districts/agencies

How Do I Get My Log-In Information?

Employees receive a welcome email from BESTAuthentication@lacoe.edu with their username and password.
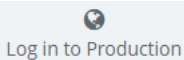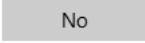
How Do I Log In?

To view step-by-step instructions for all of these steps, click here.

Need help?

For questions or help related to Employee Self Service (ESS), multi-factor authentication (MFA), and resetting your BEST login password, contact your District ESS Lead (DEL).

You can find your DEL(s) by accessing the Customer Resource Center (CRC) website at bestcrc.lacoe.edu and clicking on User Hub: DEL User Community, or by going to: bestcrc.lacoe.edu/del

1	Navigate to the BEST Portal Website by entering this URL: **bestportal.lacoe.edu**	
2	Click **Log in to Production**.	Log in to Production
3	Enter your BEST Username provided in your ESS welcome email. Click **Next**.	Next
4	Enter your BEST Password provided in your ESS welcome email. Click **Sign in**.	Sign in
5	If this is your first time logging in, you will receive a **More Information is Required** prompt to add additional security to your account. Click **Next**.	Next
6	A **Microsoft Authenticator** message will appear. You can choose an authentication app, or a different method to authenticate and secure your account.	
7	Follow and complete the steps of the chosen authentication method. A **Success Message** will appear that summarizes your choice. Click **Done** after review.	Done
8	Click the **No** button when asked if you want to stay logged in.	No
9	The BEST Portal will open. It will say **Press Here to continue**. Click on the word **Here**.	Here
10	Click on the **Employee Self-Service (ESS)** tile to explore your profile and pay stub!	Employee Self-Service (ESS)

Los Angeles County Office of Education