



CITY OF
TUCSON
Human Resources
Retirement Office

How To Log In, Retrieve Paychecks, and Reset Passwords Online

Log In:

1. Go to: <https://azcot-ess.hostams.com/webapp/PRDESS1X1/ESS>

2. Enter your **User Name** and **Password**.

Your **User Name** is your COT Employee Number with a Zero in front of it (e.g. 55555 = 055555) to equal 6 digits. If this is your 1st time logging in, your **Password** will follow the following convention: MMDDSSN4 (MM = month of birth, e.g. Feb = 02, Nov = 11, DD = day of birth, e.g. 1st = 01, 22nd = 22, SSN4 = last four digits of your Social Security Number).

3. Press the **Enter** Key or select the **Login** button.

Retrieve Paycheck:

1. From the Home page, you will see a *Pay Summary* section on the bottom right, select **more...**

2. On the top of the page, select **Issued Checks/Advices**.

3. A list of checks should appear. Select the line for the check you want to view. Once selected, the line will highlight a light yellow. Select the **Attachments** button.

4. From this page, select **Download**.

This will generate a .pdf of the paycheck you selected. Once displayed you may print, download, or save at your leisure. TIP: if your check does not automatically pop up, check your computers Downloads folder.

5. Select **Return to MYCOMP – Issued Checks/Advices** to return to the list and repeat steps 3 thru 5 for multiple checks.

Reset Password:

Email TSRS@tucsonaz.gov and include the following personal information:

- Email Subject: ESS Password Reset Request
- First and Last Name
- ESS User Name
- Last 4 of your SSN (*required by our IT Department)
- Contact number

OR call our office at 520-791-4598 and provide the above information and we will request a reset for you.

Thank you,
TSRS