

San Bernardino County Superintendent of Schools

Registration Process Employee Self Service Website

SBCSS is now paperless; therefore employees whose wages are received by an electronic fund transfer (EFT) or automatic deposit will not receive a printed statement. The monthly pay statement will be available on line by following the step-by-step instructions for the self-service registration process.

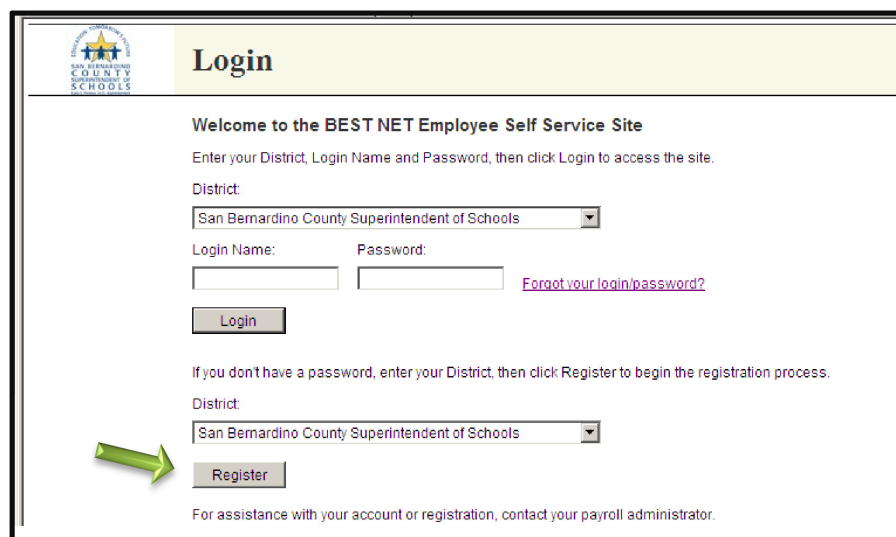
Go to the County Schools' e-Net site (<http://enet.sbcss.k12.ca.us>).

Under the links on the left side of the page, choose Business Services then choose Payroll/Retirement Info.

Click on the link in the middle of the page to the Best Net Employee Self Service site.



This will take you to the Best Net Employee Self Service login page. From the district drop-down menu, select San Bernardino County Superintendent of Schools. Click on the Register button at the bottom of the page.



To register in Step 1, you will need your first and last names as they appear on your most recent pay warrant, as well as your Social Security number and net pay from your most recent wages. Enter this information and then, hit the Continue button.

Register

Register (Step 1 of 6)


To verify your identity, please enter the following information about yourself, then click Continue.

First Name: (Must match what is currently displayed on Warrant or EFT stub)

Last Name: (Must match what is currently displayed on Warrant or EFT stub)

Social Security Number: (Example: 123456789 (no hyphens))

Net Pay: (From your most recent earnings statement)



In Step 2, you will be asked to enter your email address and agree to the Term of Use, after which an email notification will be sent to your email address provided.

Step 3 will be to proceed to the previously defined email account for the activation link in the sample below. Once the link has been activated you will be brought back to the Employee Self Service Site to complete your registration.

This is an automated message acknowledging your successful registration into the Employee Self Service Site. This is the only notification you will receive. You have not been added to any email lists.

We will not be able to respond to any emails sent in reply to this email as the message was automatically generated. For assistance with your account or registration, contact your Payroll administrator.

To finalize the registration process, click on the link below. If you are unable to click on the link, copy & paste it into your browser's address box. This will activate your Employee Self Service Site account and will open a web browser window for you to begin the login process.

<https://employeeelfservice.sbcusd.k12.ca.us/activate.aspx?UserID=74722&MAC=RFK%2bYk%2fqTuFt9MFW6e9ILKAvYSM%3d>

Step 4 of the registration process will open and provide the ability to “Opt Out” of the site. Do not check the Opt Out box. Hit the Continue button at the bottom of the page.

Register (Step 4 of 6)

When you complete your registration, payroll information will be made available to you over the internet. The web site is secure and requires authentication. However, you may choose to "Opt Out" of this service and have your confidential data removed from the website.

Once you "Opt Out" of the system, you must contact your Payroll Administrator to reactivate your registration.

Opt Out - I do not wish to use the Employee Self Service Site.

During Step 5 of the registration process, follow the on screen password policy and create a login name and password. Hit the Continue button at the bottom of the page.

Register (Step 5 of 6)

Please choose a Login Name and Password, then click Continue.

Password Policy:

- Password must be at least 4 characters long
- Password cannot be the first, last or login name or the word 'password'
- Password must contain at least 1 letter
- Password will expire in 180 days
- Password must not have been used in the last 400 days

Login Name:

Password:

Retype Password:

Step 6 is the final step where you will be asked to check the box so that you will not receive a paper earnings statement for wages that are processed by electronic fund transfer (EFT) or automatic deposit.

Register (Step 6 of 6)

Please help us reduce our use of paper. By checking the box below, you will be indicating that you do not want to receive a paper earnings statement and that you will get it from the Employee Self Service Site.

Do not mail me a paper earnings statement.

Register (Finalizing)

Thank you. You have reached the end of the registration process.

You are now ready to log on with your user name and password.

Welcome to the BEST NET Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Login Name: Password: [Forgot your login/password?](#)

The site is a secure and efficient method to access payroll information. Payroll information resides on the self-service site as far back as January 2007.

For further assistance, please contact Payroll at 909 386-9552