



# MUNIS ESS Mobile

## MUNIS ESS Mobile

The MUNIS ESS Mobile app allows users to view time off balances, view their MUNIS profile information, and view their last and previous checks.

## Accessing MUNIS ESS Mobile

1. Download the app from either the Apple Store or the Android Store. The icon looks like the below:



2. Once you open the app it will ask you to enter the Web Service URL.
  - a. The webservice URL is:  
  
<https://westerlyri.munisselfservice.com>
3. Once you enter the above URL, you should receive a message stating “settings saved”, if you receive an error message please review the above URL and try to enter it again.
4. Once you have successfully entered the correct URL you will be taken to the app log-in screen, which has the Tyler logo in the upper left hand corner and \*\*\*Town of Westerly LIVE Database\*\*\* at the top of the screen.
5. Your username and password is the SAME username and password you use to access ESS online.

Any MUNIS ESS user has the ability to download and utilize the MUNIS ESS mobile app.