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

How Do I Get My Log-In Information?

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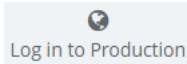
How Do I Log In?

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).

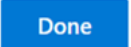**El Camino College your DEL is:**

Mayra Peralta
mperalta@elcamino.edu

Mark Rogers
mrogers@elcamino.edu

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

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