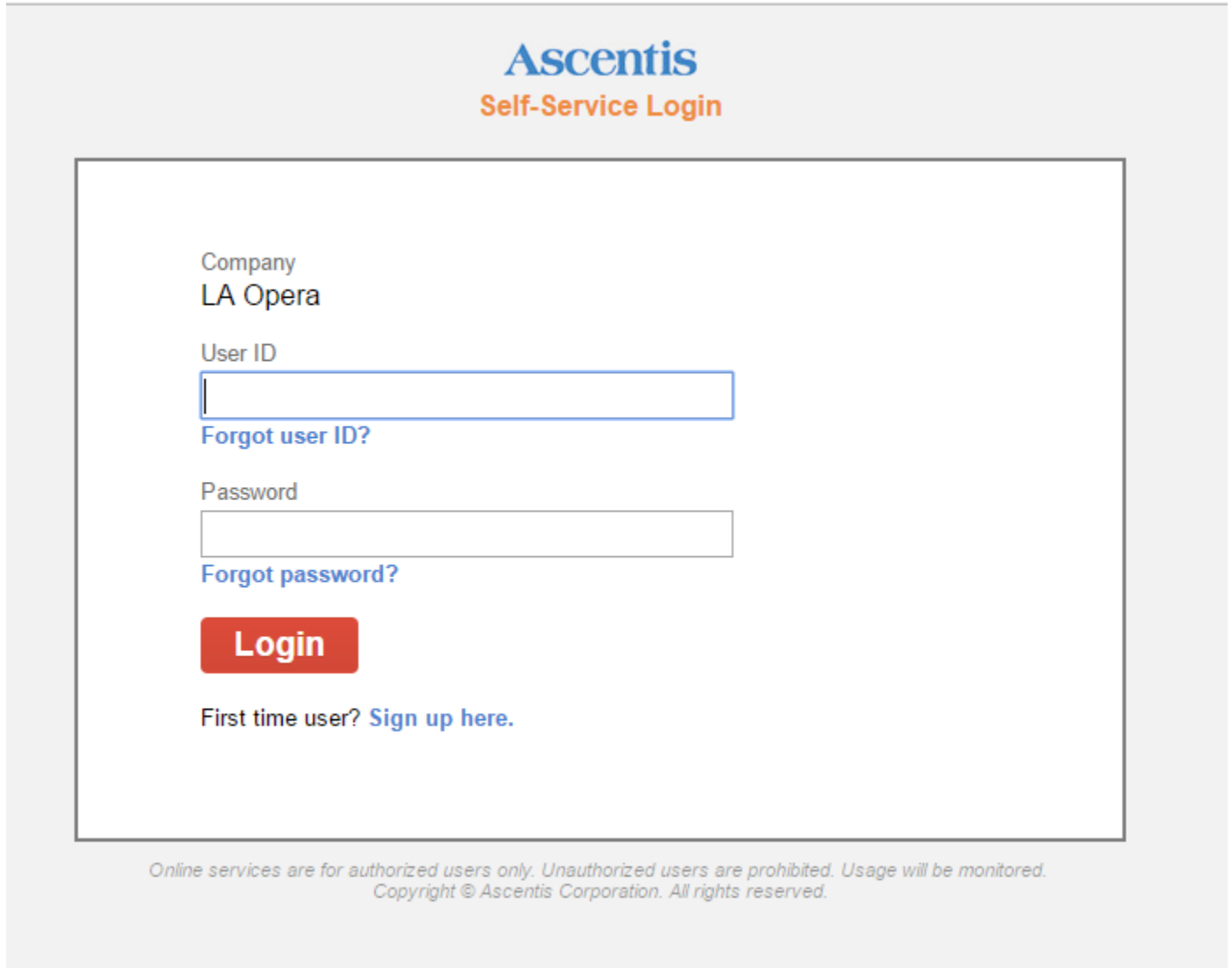


LA Opera is happy to announce our Employee Self-Service (ESS) System! Employee Self-Service (ESS) will give you access to manage personal and Company information electronically, which means the elimination of some paperwork and better efficiencies for all of us.

You'll find ESS at <https://selfservice.ascentis.com/LAOpera>

Select: **First Time User**



Ascentis
Self-Service Login

Company
LA Opera

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

Login

First time user? [Sign up here.](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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You will be taken to the Login-Verification screen. You need to enter your legal first name, legal last name, date of birth and SSN. Please note, your legal name is the name that appears on your paycheck, date of birth with the slashes (01/01/1990) and your SSN must contain dashes.

Login - Verification

Self-Service will verify who you are before letting you into the system. Please enter all of the following information, then click the Verify button.

First Name:

Last Name:

Birth Date:

(mm/dd/yyyy)*

Social Security Number:

Click on Verify, and you will be taken to the next screen, where you will choose your password. Passwords can be letters and numbers, but not all letters or all numbers and cannot contain special characters like * or #. It must be a minimum of 8 characters and will never expire.

The information you entered has been verified. Your new User ID is shown below. Please create your password. Passwords are case sensitive.

User ID:

Password:

Please type your password again for verification:

Please don't forget your new user ID and password!

Select Continue to enter ESS!

Please note-if you forget your password OR your ID at any time you are responsible for selecting either "Forgot user ID" or "Forgot password" and validating again by answering the same 4 questions on the Login – Verification screen above. You do not need to call IT or HR-you are responsible for re-authenticating and getting back into ESS.

Once you have logged onto ESS, please take the time to review the information to ensure we have your correct personal information. It's also a good time to enter updated emergency contact information and your current email address.

Most information you'll be able to change and save, eliminating the need to submit paperwork.