



## Signing up for an account on Employee Self Service (ESS) – Corporate

- 1) Visit <https://genescoinc.ess-absencetracker.com/login>.



### Log In

Welcome Back! Please enter your credentials.



The Password field is required.

Terms And  
Conditions

Yes

No

By logging into this site, you agree to the site's  
[Terms And Conditions](#)

Login

[Register New Account](#)

[Forgot Password?](#)

- 2) Select **Yes** to the 'Do you have a work email address?'

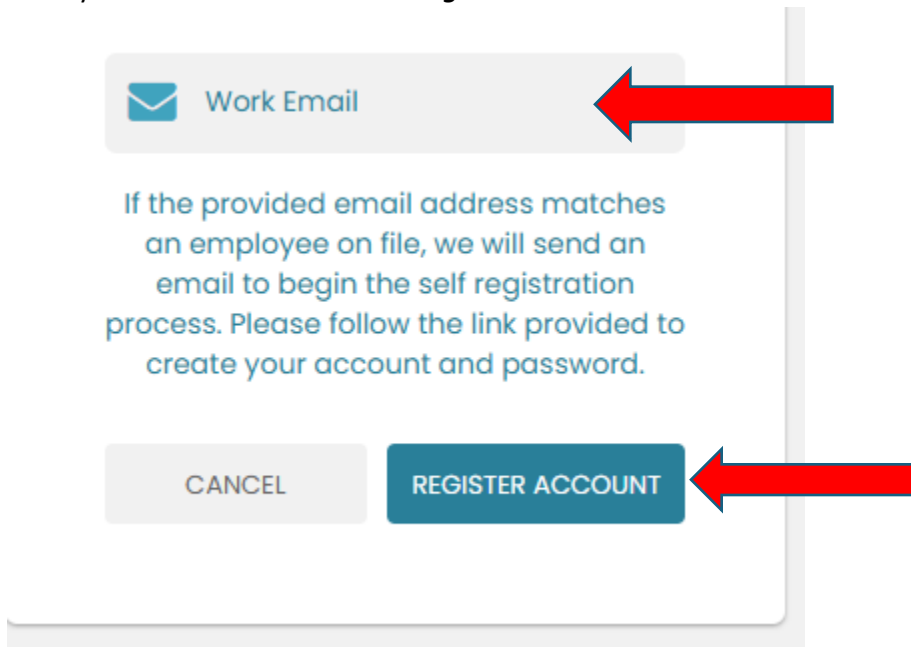
### REGISTER A NEW ACCOUNT

Do you have a work email address?

Yes

No

- 3) Enter your **Work Email** and select **Register Account**.



The screenshot shows a registration form with a light gray background. At the top, there is a text input field with a blue envelope icon on the left and the placeholder text "Work Email". A large red arrow points from the right towards this input field. Below the input field, there is a paragraph of text in blue: "If the provided email address matches an employee on file, we will send an email to begin the self registration process. Please follow the link provided to create your account and password." At the bottom of the form, there are two buttons: a light gray button labeled "CANCEL" and a dark blue button labeled "REGISTER ACCOUNT". A second large red arrow points from the right towards the "REGISTER ACCOUNT" button.

- 4) An email from [do-not-reply@absencesoft.com](mailto:do-not-reply@absencesoft.com) will be sent to your email address. If you do not receive the email, please check your Junk Email folder and your daily Post Master email. If you still do not see the email, please email [leave@genesco.com](mailto:leave@genesco.com) for further assistance.