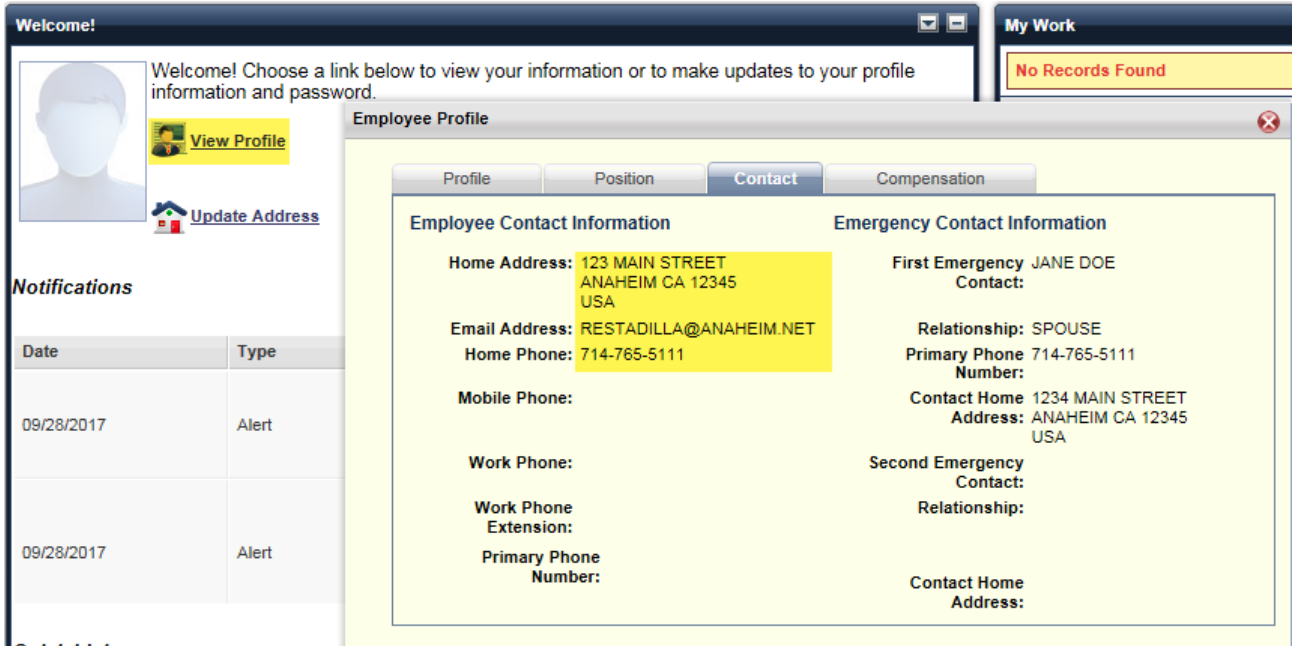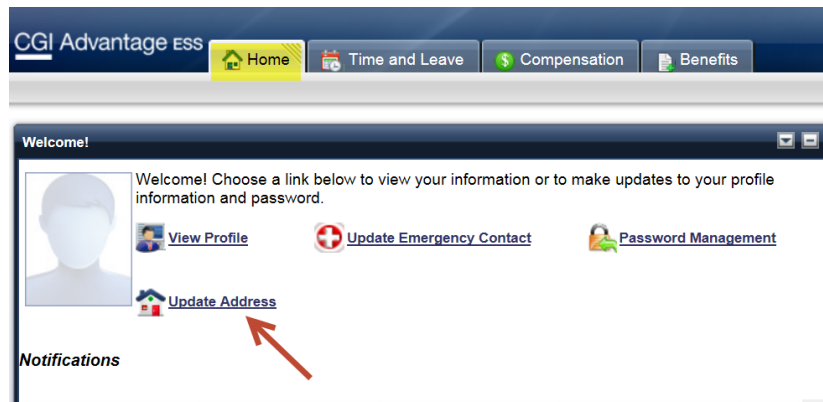## Viewing Current Address

Log into ESS and from the Home Page, click on the View Profile icon. Your current Address and Emergency Contact are displayed on the Contact tab as show below.

Updating Address

To update/edit your address information, click on the Update Address icon.

Contact Name Information

Making any changes to your contact name does not officially change your name Human Resources has on file. To change your legal name, you must contact HR with valid documentation.

Click next to Enter Address

Enter Home Address

Make your changes to your home address here. If your home address and your mailing address are the same, make sure the "Same Mailing Address" box is checked.

Click next to enter Mailing Address.

Mailing Address

If you have a **Mailing Address** that is different than your Home Address, enter the new information here. Make sure the "Same Mailing Address" box is unchecked. If the mailing address is the same, skip this section and proceed to the next section.

Click next to Enter Phone Number(s).

Enter Phone

Use this section to add/update up to four phone numbers. At least one phone number must be entered. Select the Primary Phone check box on the line of the phone number you wish to be used as your primary number (you must check at least one number as your primary).

Click next to enter E-mail Address.

Enter E-mail

Use this section to add/update up to two e-mail addresses. At least one e-mail address must be entered. Select the Primary E-mail check box on the line of the e-mail address that you wish to use as your primary e-mail (you must check at least one email as your primary).

Select **Submit** to save your changes or Previous to return to a previous section.

If you change your mind and want to exit, click the ⊗ button in the top right:

Once your document is submitted, it will be sent to HR for approval. Once the document is approved by HR, you will be able to see your new address on the Contact page of the View Profile link.

Refer to the **Verify your Employee Address Change request** reference guide for instructions on how to verify your address change was approved.

Update Emergency Contacts

To Update Emergency Contact information, click on the Update Emergency Contact Icon on your Home Page Tab. To update/edit your Emergency Contact, click on the Update Emergency Contact icon.
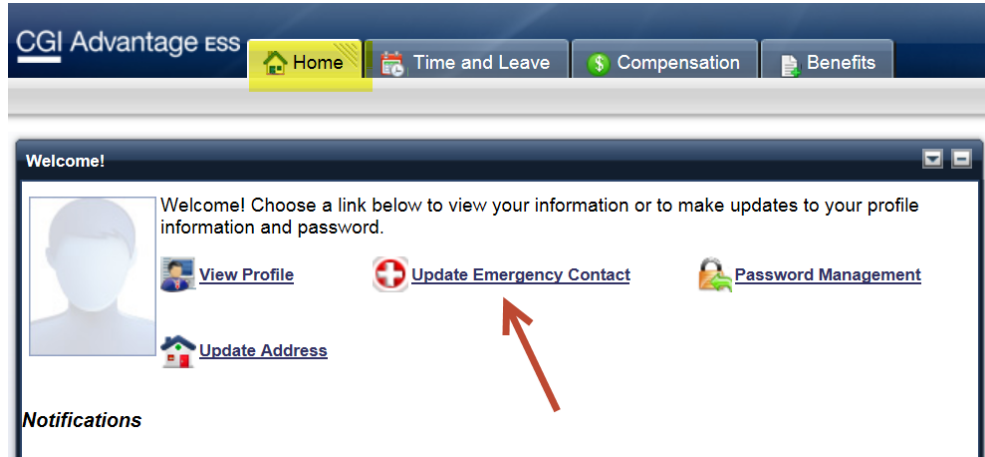
Enter Address/Phone/E-mail

All the fields with a red * are mandatory. If you do not know the information, type "unknown" in the section.

Select the Primary Phone on the line you wish to use as their primary phone (you must check at least one number as your primary).

Once you have made all your changes, select the Submit button to save your emergency contacts and return to the Home page. If you select the Cancel button, you will exit the Update Emergency screen.