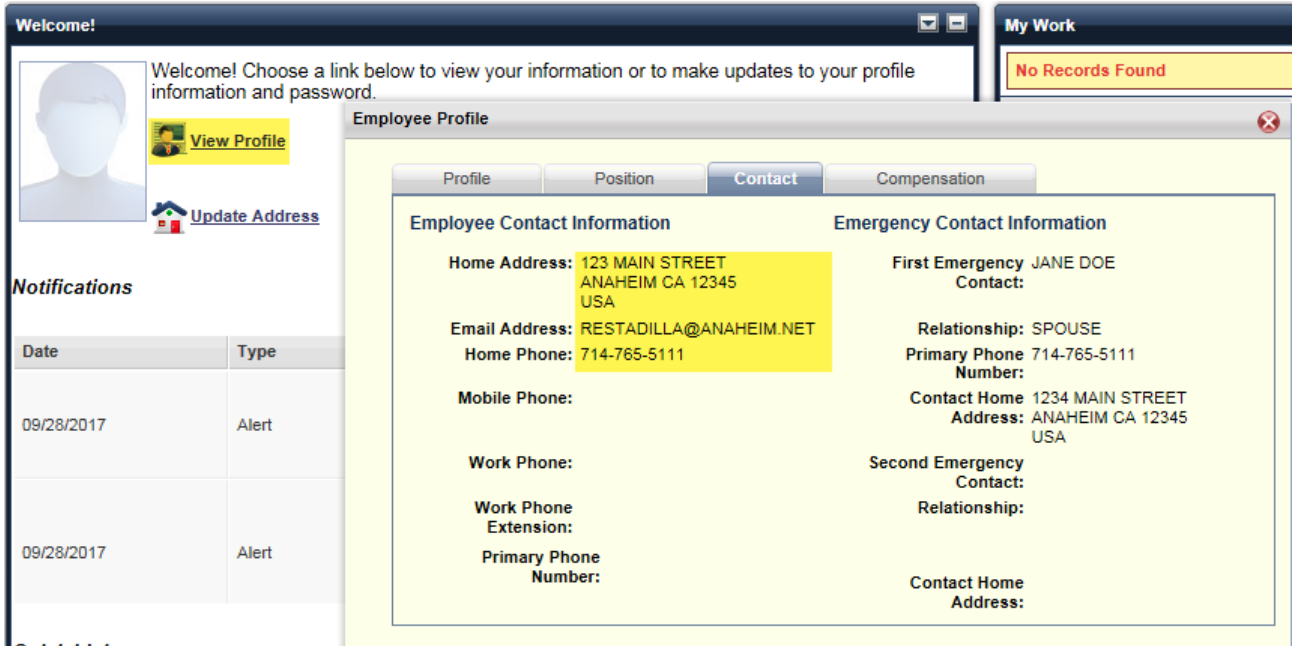


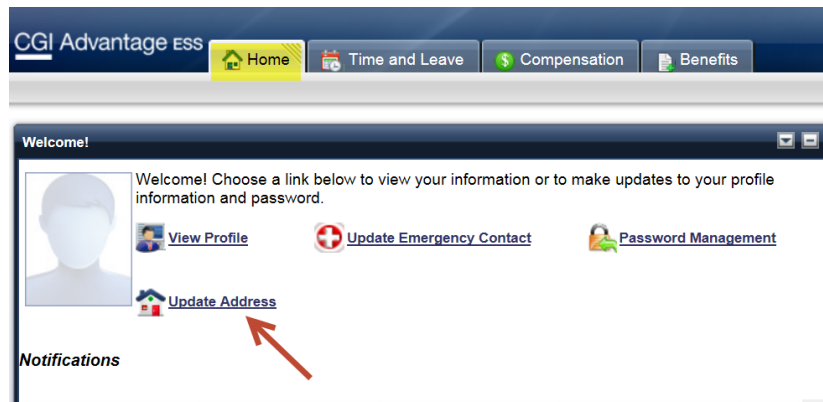
Viewing Current Address

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.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below.

Contact Name Information

Contact Name Prefix:

Preferred First Name:

Preferred Middle Name:

Preferred Last Name:

Contact Name Suffix:

Private Home:

Residency Code:

Next > Submit

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.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Enter your Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

All address changes must be approved by HR. Only after approval will your address change be viewable in ESS.

*Street 1:

Street 2:

*City:

State/Province:

*Zip/Postal Code:

Country:

County:

Same Mailing Address?:

< Previous Next > Submit

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.

Update Address

Contact Name Information > Enter Home Address > **Enter Mailing Address** > Enter Phone > Enter Email

Enter your Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

All address changes must be approved by HR. Only after approval will your address change be viewable in ESS.

*Street 1: P.O. BOX 593 x *Zip/Postal Code: 92805

Street 2: Country: USA

*City: ANAHEIM County: Riverside County

State/Province: California Same Mailing Address?:

< Previous Next > Submit

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).

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > **Enter Phone** > Enter Email

Enter in your phone information below.

All address changes must be approved by HR. Only after approval will your address change be viewable in ESS.

*Phone: 714-765-5095 Ext: Type: Work Primary Phone:

Phone: Ext: Type: Work Primary Phone:

Phone: Ext: Type: Mobile Primary Phone:

Phone: Ext: Type: Fax Primary Phone:

< Previous Next > Submit

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).

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Enter in your email information below and check the Primary box.


All address changes must be approved by HR. Only after approval will your address change be viewable in ESS.

E-mail: RESTADILLA@ANAHEIM.NET Confirm E-mail: RESTADILLA@ANAHEIM.NET Primary E-mail:

E-mail: Confirm E-mail: Primary E-mail:

< Previous Submit

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:

Update Address

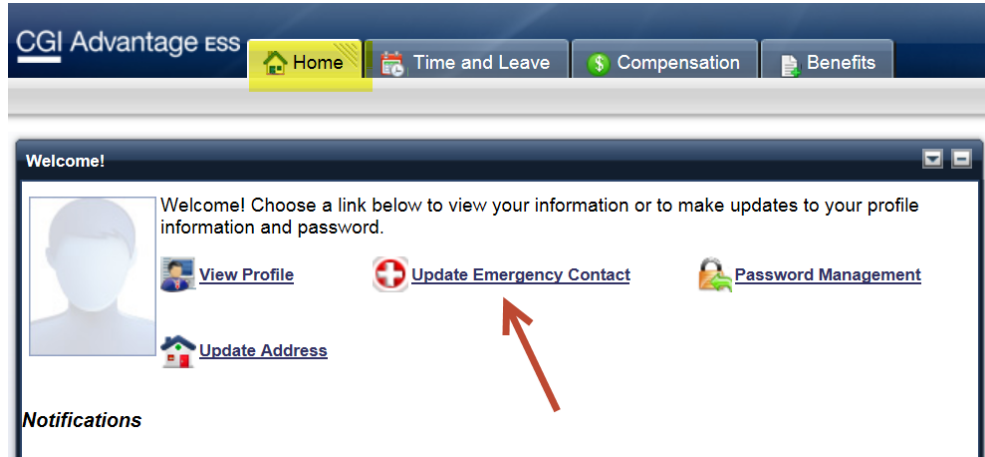
Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

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.

Update Emergency Contacts

| First Name | Last Name | Relationship | Phone | Email | Delete Line | Copy Line |
|------------|-----------|--------------|------------|----------------|-------------|-----------|
| FAITH | SMITH | | 8145551212 | email1.xxx.com | | |
| ROBERT | SMITH | SPSE | 8145551212 | | | |
| STEVE | SMITH | | 8145551212 | | | |

[Add Emergency Contact](#)

Enter Address Information

Enter the contact name and address information below. Additional emergency contacts can be added by clicking the "Add Emergency Contact" button.

| | |
|--|---|
| <p>Contact Name Prefix: <input style="width: 100%;" type="text"/></p> <p>*Contact First Name: <input style="width: 100%; border: 1px solid gray;" type="text" value="FAITH"/></p> <p>Contact Middle Name: <input style="width: 100%;" type="text"/></p> <p>*Contact Last Name: <input style="width: 100%; border: 1px solid gray;" type="text" value="SMITH"/></p> <p>Contact Name Suffix: <input style="width: 100%;" type="text"/></p> <p>Contact Description: <input style="width: 100%;" type="text"/></p> <p>Relationship: <input style="width: 100%;" type="text"/></p> <p>Home Dept: <input style="width: 100%;" type="text"/></p> <p>Position ID: <input style="width: 100%;" type="text"/></p> <p>Spouse works for same employer?: <input type="checkbox"/></p> | <p>*Street 1: <input style="width: 100%; border: 1px solid gray;" type="text" value="123 KING"/></p> <p>Street 2: <input style="width: 100%;" type="text"/></p> <p>*City: <input style="width: 100%; border: 1px solid gray;" type="text" value="PITTSBURGH"/></p> <p>*State/Province: <input style="width: 100%; border: 1px solid gray;" type="text" value="PENNSYLVANIA"/></p> <p>*Zip/Postal Code: <input style="width: 100%; border: 1px solid gray;" type="text" value="85298"/></p> <p>*Country: <input style="width: 100%; border: 1px solid gray;" type="text" value="UNITED STATES"/></p> <p>County: <input style="width: 100%;" type="text"/></p> <p>Spouse ID: <input style="width: 100%;" type="text"/></p> <p>Name: <input style="width: 100%; border: 1px solid gray;" type="text"/></p> |
|--|---|

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).

Update Emergency Contacts

| First Name | Last Name | Relationship | Phone | Email | Delete Line | Copy Line |
|------------|-----------|--------------|------------|----------------|-------------|-----------|
| FAITH | SMITH | | 8145551212 | email1.xxx.com | | |
| ROBERT | SMITH | SPSE | 8145551212 | | | |
| STEVE | SMITH | | 8145551212 | | | |

[Add Emergency Contact](#)

Enter Phone and E-mail Information

HPEMER2 - In this section, you can enter up to 4 phone numbers and 2 e-mail addresses for your emergency contact.

Phone

| | | | | | | | |
|---------|---|------|----------------------|-------|-----------------------------------|----------------|-------------------------------------|
| *Phone: | <input type="text" value="814-555-1212"/> | Ext: | <input type="text"/> | Type: | <input type="text" value="Home"/> | Primary Phone: | <input checked="" type="checkbox"/> |
| Phone: | <input type="text"/> | Ext: | <input type="text"/> | Type: | <input type="text" value="Fax"/> | Primary Phone: | <input type="checkbox"/> |
| Phone: | <input type="text"/> | Ext: | <input type="text"/> | Type: | <input type="text" value="Fax"/> | Primary Phone: | <input type="checkbox"/> |
| Phone: | <input type="text"/> | Ext: | <input type="text"/> | Type: | <input type="text" value="Fax"/> | Primary Phone: | <input type="checkbox"/> |

Email

| | | | | | |
|----------|---|-----------------|---|-----------------|-------------------------------------|
| *E-mail: | <input type="text" value="email1@xxx.com"/> | Confirm E-mail: | <input type="text" value="email1@xxx.com"/> | Primary E-mail: | <input checked="" type="checkbox"/> |
| E-mail: | <input type="text"/> | Confirm E-mail: | <input type="text"/> | Primary E-mail: | <input type="checkbox"/> |

[Cancel](#)
[Submit](#)

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.