



Established 1915  
**BROWARD**  
County Public Schools

## *Address Update Reminder*

### *Great News...*

This year's Open Enrollment will begin on

**Tuesday, October 3, 2017**

...and you can begin preparing by logging into Employee Self Service (ESS) and updating your address. The address on file in ESS is the address we provide to our carriers, so keeping your address up to date will ensure you receive all important communications sent directly from your insurance plan carriers.

To update your address log-on to ESS. Click the "Contact Information" tab and then the "Address" link.

For your convenience, detailed instructions are on the following page.

# Employee Self Service (ESS)

## UPDATING YOUR ADDRESS IN ESS

The addresses listed below are stored in SAP. It is imperative that you maintain your address in ESS.

- **Permanent residence** stores your home address. This is the address SBBC uses to mail items to you.
- **Temporary residence** stores your address to be used temporarily, example summer address.
- **Emergency contact** stores the contact information to be used in case of an emergency.

Log on to SAP

1. Select Employee Self Service
2. Select Contact Information
3. A new window will open, Select Addresses



- 4a. The addresses on file will be listed. To update an address, click on Edit and the address window will appear. Update the fields as needed or
- 4b. To add a new address, click on "New \*\*\*\*\*" and the address window will appear. Complete the fields.
5. Choose validity date for change to take effect.
6. Choose Review to Save
7. Choose Save

