

# Employee Self Service (ESS)

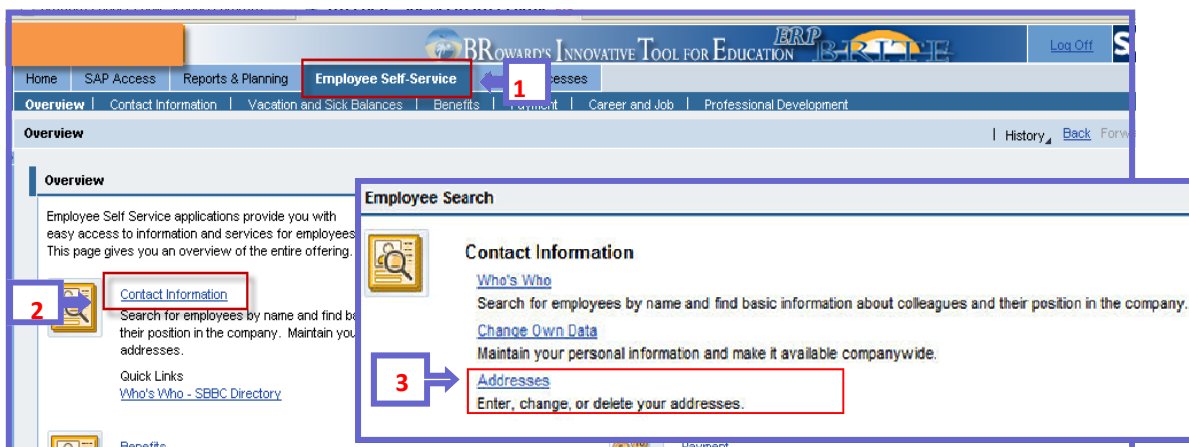
## UPDATING YOUR ADDRESS IN ESS

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**

