# **ESS Tutorial: Address Change**

# Step 1: Log in using City user ID and password



### Step 2: Click on Personal Information

Employ	ree Services		
• M	ар		
2	Personal Information Maintain Addresses and Contacts, Bank Information and Family Members	Working Time Record your Working Time, View Leave History and Balances	
•\$•	Benefits Review, Enroll In and Manage your Benefit Choices	Payment Display your Pay Advice, Change your Tax Withholding	
•	SAP Inbox Access the SAP Business Workplace	Travel and Expenses Create Travel or other Business Expense Reimbursements	

# Step 3: Click on Personal Profile



**Step 4:** Click on the <u>pencil icon</u> under Permanent residence or Mailing address to update the applicable address(es).

<ul> <li>Addresse</li> </ul>	S Add _	
Permanent res	dence	
Contact Name:		1
Street Name:	1234 Valley Drive	
City:	Seattle	
Telephone Number:	2601234567	
Emergency Co	ntact #1	
Contact Name:	Jim & Alice Smith—Parents	
Street Name:	9876 Mountain Drive	
City:	Spokane	
Telephone Number:	5553659874	
Mailing addres	5	
Contact Name:		1
Street Name:	PO Box 567	
City:	Seattle	
Telephone Number:	2601234567	

#### Step 5: Lines with an asterisk (\*) must be completed. Once the address is updated click <u>Save</u> then <u>Save and Back</u>

Edit Permanent re	sider	ice							
Save and Back 🛛 层 Save	incel								
		Add Mailing address	Cancel						
Address									
Contact Name:			* Country:	USA			Save and Back	Save	X Cancel
*House Number And Street:						-		<u> </u>	
Second Address Line:		Address				S	Data saved succe	ssfully	
* City:		Contact Name:							
County:		*House Number And Street:							
* State:	Washi	Second Address Line:							
*ZIP Code:		* City:							
Telephone:		County:							
Communication type:		* State:				~			
Communication type:		*ZIP Code:							
Communication type:		Telephone:							
		Communication type:	ď	Area Code:	Phone Number:				
Validity		Communication type:	ď	Area Code:	Phone Number:				
Valid as of Today		Communication type:	ď	Area Code:	Phone Number:				
Valid From									

Step 6: After clicking <u>Save and Back</u>, ESS will take you back to the <u>Personal Profile</u> page. To log out of ESS click <u>Log off</u> found in the upper right corner of screen. Then, click <u>Yes.</u>



a) SAP NetWeaver Portal Webpage Dialog
mttps://eportal.cityoftacoma.org/irj/servlet/prt/portal/prt
Are you sure you want to log off?     Yes No