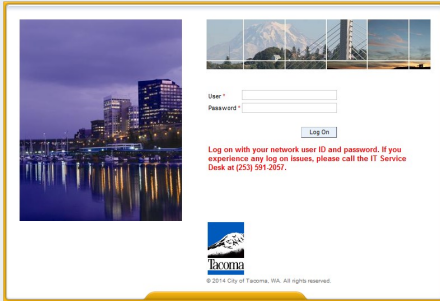
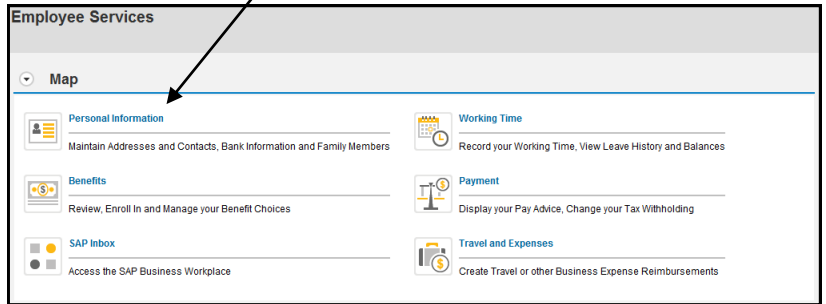


# ESS Tutorial: Address Change

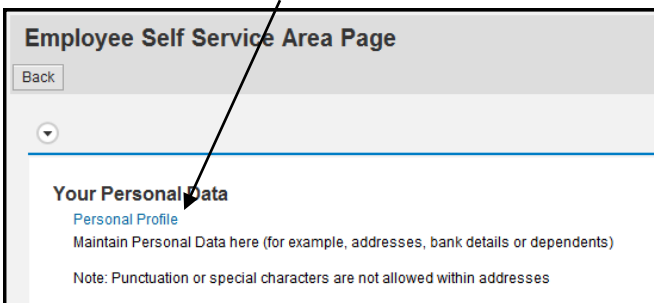
**Step 1:** Log in using City user ID and password



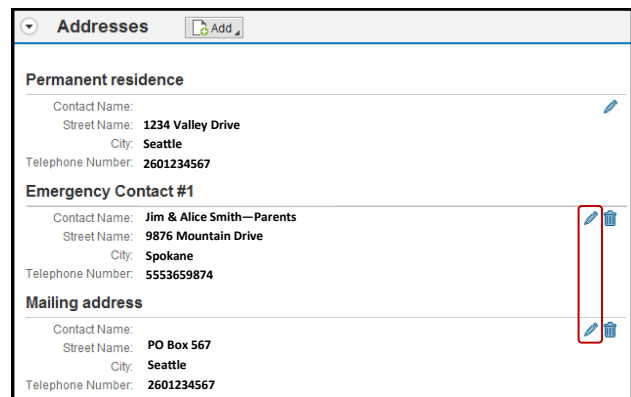
**Step 2:** Click on [Personal Information](#)



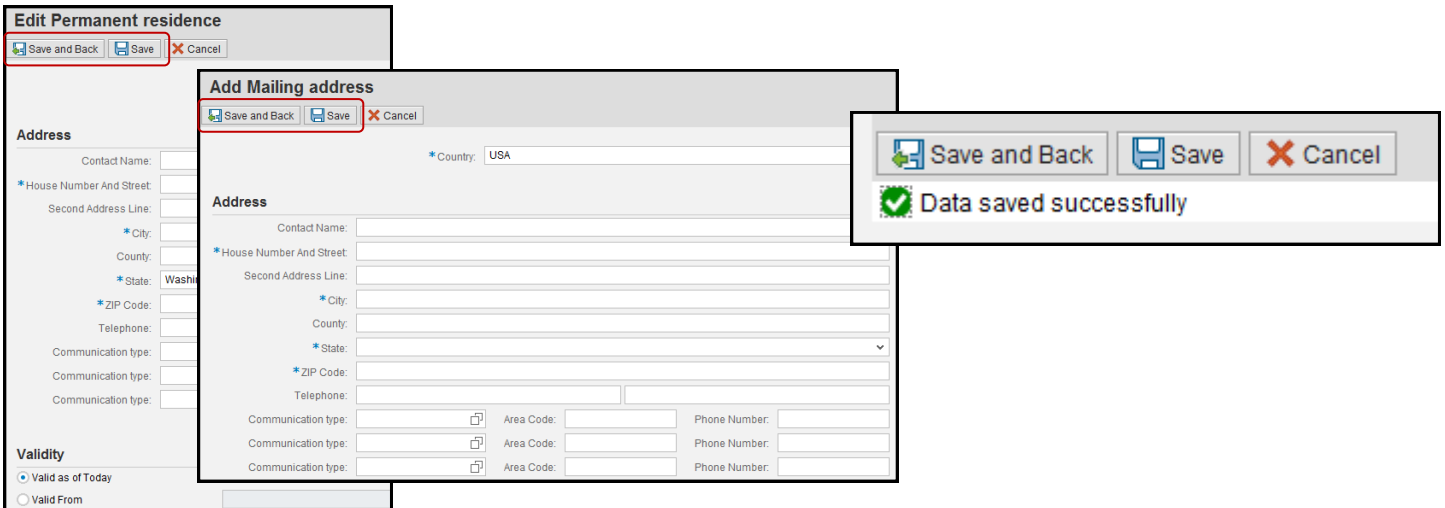
**Step 3:** Click on [Personal Profile](#)



**Step 4:** Click on the [pencil icon](#) under Permanent residence or Mailing address to update the applicable address(es).



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



**Step 6:** After clicking [Save and Back](#), ESS will take you back to the [Personal Profile](#) page.  
To log out of ESS click [Log off](#) found in the upper right corner of screen. Then, click [Yes](#).

