

Purpose

Use this procedure to update home, mailing, and emergency contact addresses. RETIREES — YOU WILL NEED TO CHANGE YOUR ADDRESS WITH YOUR RETIREMENT ADMINISTRATOR AS WELL AS CHANGING IT THROUGH ESS.

Trigger

Perform this procedure when an address needs to be added or changed.

Prerequisites

- Internet access
- ESS user ID and password

Menu Path

Use the following menu path(s) to begin this transaction:

- GwinnettCounty.com
- *GC Workplace*

Transaction Code

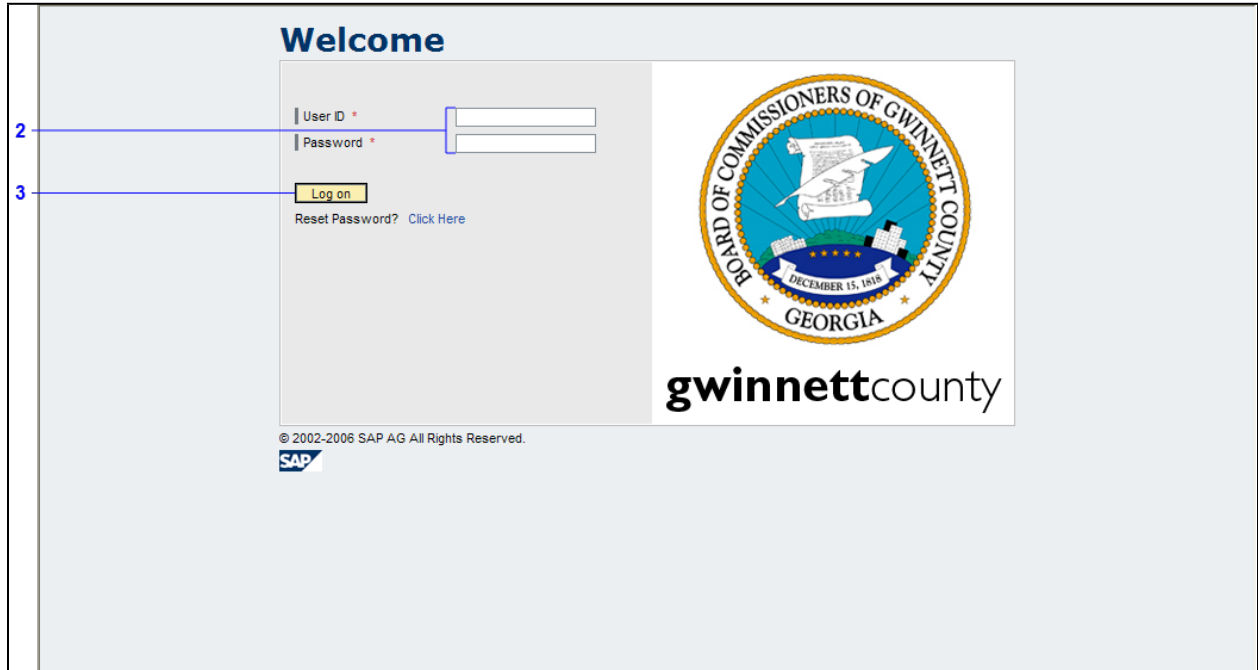
ESS

Helpful Hints

Procedure

1. Start the transaction using the menu path or transaction code.


SAP NetWeaver Portal - Microsoft Internet Explorer provided by Gwinnett County Government



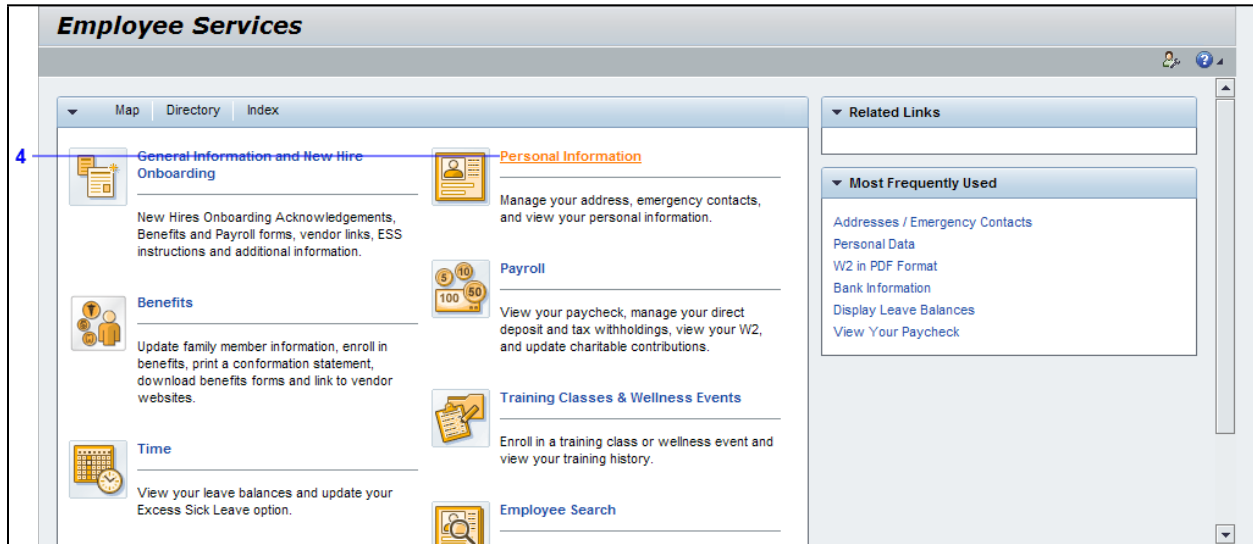
2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID	Required	Example: mjemployee
Password	Required	Example: *****

3. Click the **Log on** Log on button.

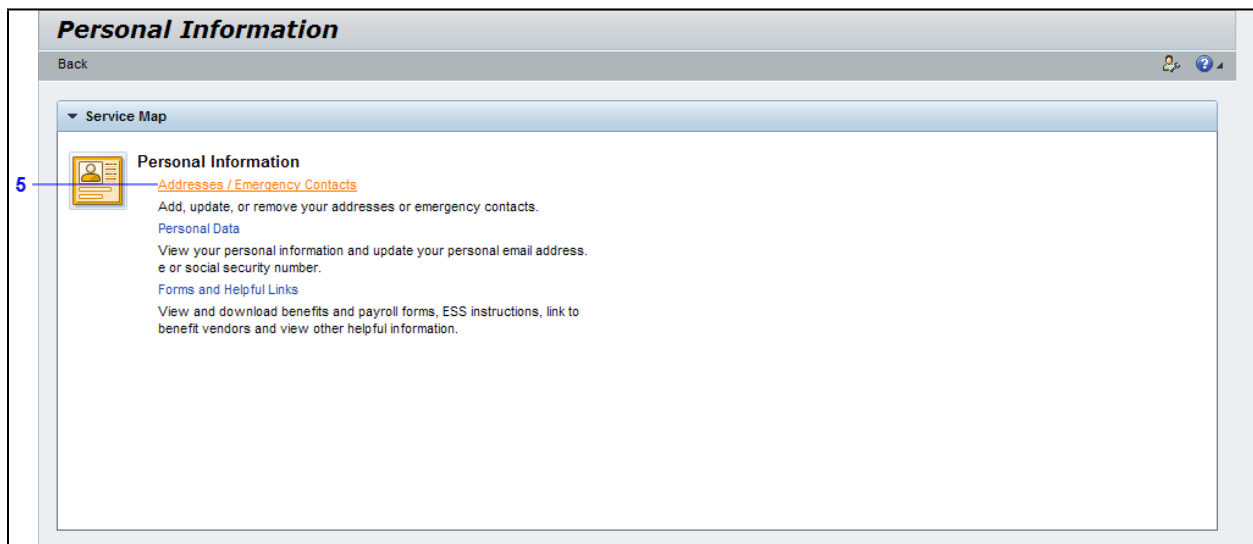
 If you forget your password you may click "Click Here" next to "Reset Password?" A password reset email will be sent to you when you click on it. If you do not have a county email, you may call IT at 770.822.8915 and request a password reset.

Employee Services



4. Click the [Personal Information](#) Personal Information link label.

Personal Information



5. Click the [Addresses / Emergency Contacts](#) Addresses / Emergency Contacts link label.

Addresses / Emergency Contacts

6. Click the Edit button.

Edit Home Address

7. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: 2010 RIVER RUN PKWY


8. Click the Valid From Valid From radio button.



You can select "Valid as of today" and it will be effective immediately or you can select "Valid From" and make it effective on a future date.

9. As required, complete/review the following fields:

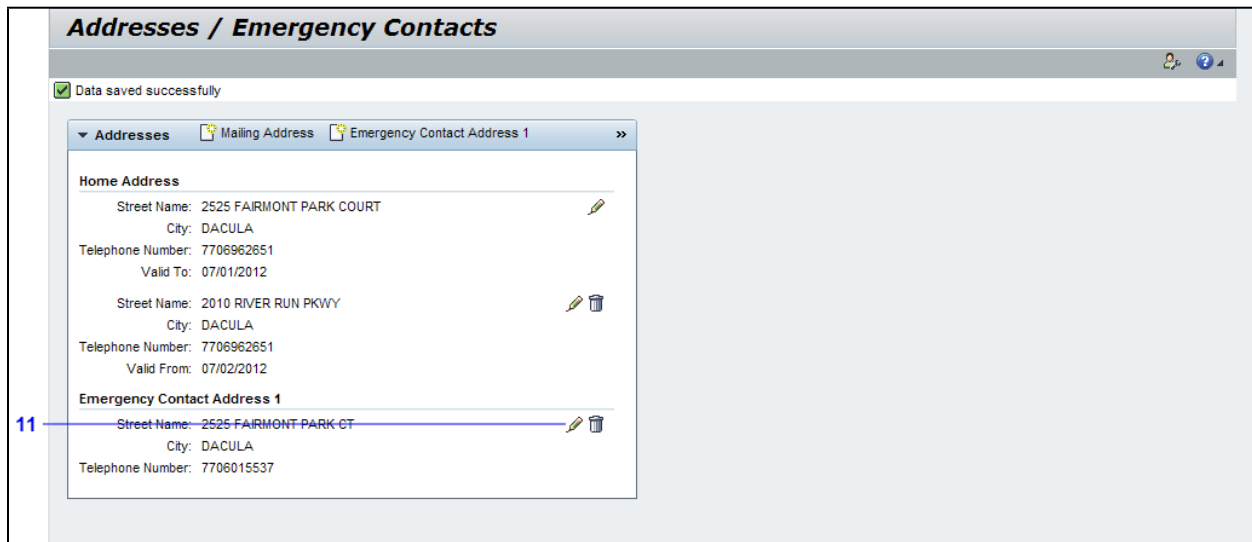
Field	R/O/C	Description
Valid as of Today	Required	Example: 07/02/2012

10. Click the  Save and Back button.



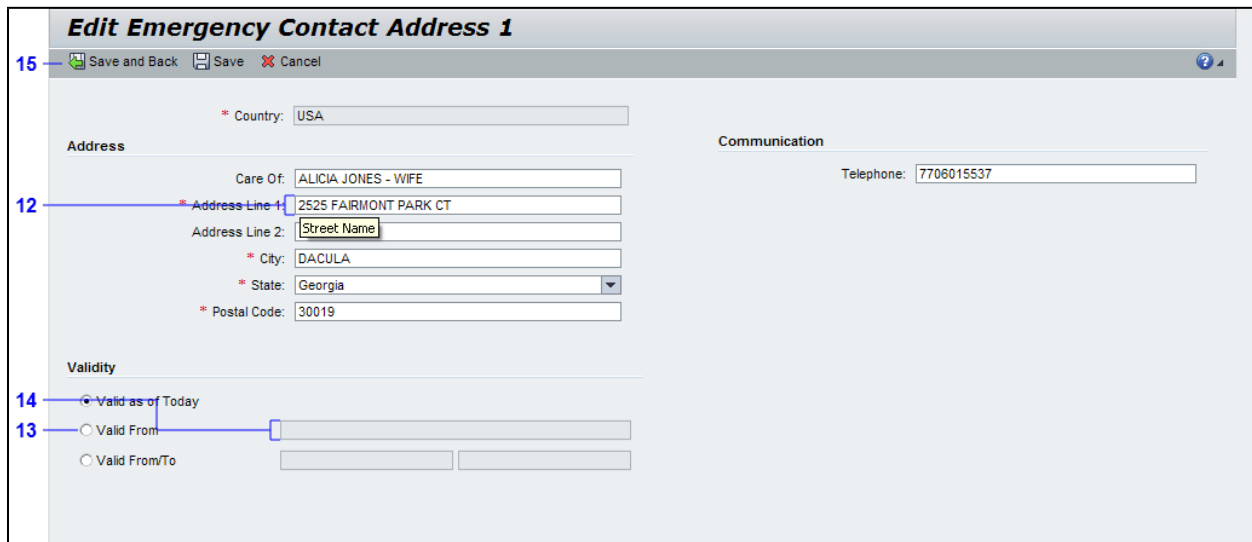
You can also edit emergency contact and mailing addresses:

Addresses / Emergency Contacts



11. Click the  Edit button.

Edit Emergency Contact Address 1



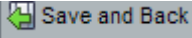
12. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: 2010 RIVER RUN PKWY

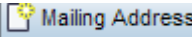
13. Click the Valid From Valid From radio button or Valid as of Today.

14. As required, complete/review the following fields:

Field	R/O/C	Description
Valid as of Today	Required	Example: 07/02/2012

15. Click the  Save and Back button.

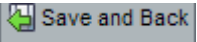
Addresses / Emergency Contacts

16. Click the  Mailing Address button.

Create Mailing Address

17. As required, complete/review the following fields:

Field	R/O/C	Description
	Required	Example: P.O. Box 23
	Required	Example:
	Required	Example: Dacula
*	Required	Example: Georgia
	Required	Example: 30019

18. Click the  Save and Back button.

Result

You have changed home, emergency contact and mailing address.