

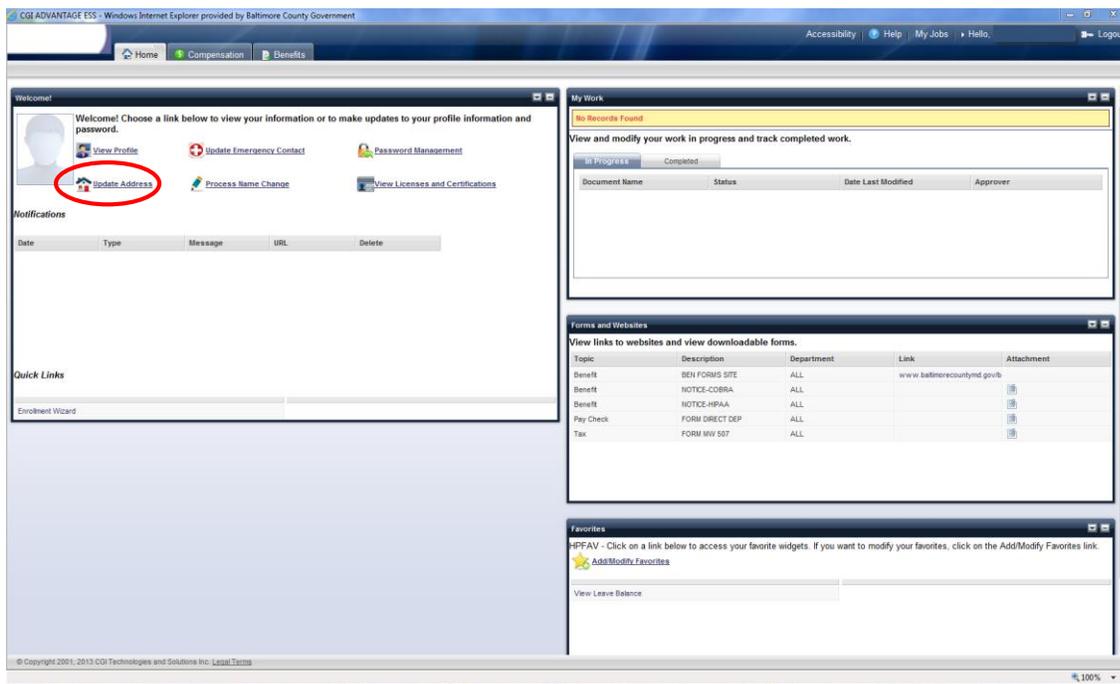
UPDATE ADDRESS

QUICK STEPS

1. On the Home tab click the Update Address link in the Welcome! widget.
2. The Update Address Wizard appears.
3. Follow the Wizard's steps to update your contact name, address, phone number and email address information.
4. You **must** complete the email address update in order to use the new "Forgot Password" feature of ESS.

DETAILED STEPS

1. Under the **Home** tab, select the link for **Update Address**.



2. The Update Address wizard pop up box appears.

CONTACT NAME INFORMATION

Your **Contact Name Information** is displayed. You can change your contact name as desired. In this example, Marjorie may wish to be contacted as Marge. Follow the steps below to update your name.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. Name changes not allowed on this screen.

Contact Name Information

Preferred Name Prefix: MS Private Home: N/A

Preferred First Name: Marjorie Residency Code: YES

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH

Next > Submit

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. Name changes not allowed on this screen.

Contact Name Information

Preferred Name Prefix: MS Private Home: N/A

Preferred First Name: arjorie X Residency Code: YES

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH

Next > Submit

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. Name changes not allowed on this screen.

Contact Name Information

Preferred Name Prefix: MS  Private Home: N/A

Preferred First Name: Marge  Residency Code: YES 

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH 

Next > Submit

- To change your Preferred Name Prefix or Preferred Name Suffix, click the arrow in that field.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. Name changes not allowed on this screen.

Contact Name Information

Preferred Name Prefix: MS  Private Home: N/A

Preferred First Name: Marge Residency Code: YES 

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH 

Next > Submit

- A Choose pop up window will appear, allowing you to make a choice for each.

Choose

Browse Clear

Name Prefix: Short Description:

	Name Prefix	Short Description
Select	DR	DOCTOR
Select	HON	HONORABLE
Select	MISS	MISS
Select	MR	MISTER
Select	MRS	MISSES
Select	MS	MS

[Cancel](#) First Previous Next Last

- Select the Private Home check box to indicate that your home address and personal phone numbers are open to the public.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. **Name changes not allowed on this screen.**

Contact Name Information

Preferred Name Prefix: MS

Preferred First Name: Marge

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH

Private Home: N/A

Residency Code: YES

Next > Submit

- Select **Next** or the **Enter Home Address** link to proceed to the next section.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Please verify the information in the fields below. **Name changes not allowed on this screen.**

Contact Name Information

Preferred Name Prefix: MS

Preferred First Name: Marge

Preferred Middle Name: Q

Preferred Last Name: Morningstar

Preferred Name Suffix: FOURTH

Private Home: N/A

Residency Code: YES

Next > Submit

ENTER HOME ADDRESS

- Use the **Enter Home Address** section to update your address.
- Make any necessary changes to your address in the appropriate field.

Update Address

[Contact Name Information](#) > **Enter Home Address** > [Enter Mailing Address](#) > [Enter Phone](#) > [Enter Email](#)

Update your new home address below. If your mailing address is the same as your home address, please check the Same Mailing Address box.

*Street 1: 123 SESAME STREET *Zip/Postal Code: 21212

Street 2: Country: United States

*City: BALTIMORE County: BALTIMORE CITY

State/Province: MARYLAND Same Mailing Address?:

< Previous Next > Submit

- Click the Same Mailing Address check box if your home address and mailing address are identical
- Click the Next button or the Enter Mailing Address link to continue the wizard.

Update Address

[Contact Name Information](#) > **Enter Home Address** > [Enter Mailing Address](#) > [Enter Phone](#) > [Enter Email](#)

Update your new home address below. If your mailing address is the same as your home address, please check the Same Mailing Address box.

*Street 1: 123 SESAME STREET *Zip/Postal Code: 21212

Street 2: Country: United States

*City: BALTIMORE County: BALTIMORE CITY

State/Province: MARYLAND Same Mailing Address?:

< Previous Next > Submit

- Select **Next** or the **Enter Phone** link to proceed to the next section.

ENTER MAILING ADDRESS

- Update any changes to your mailing address in the appropriate address fields.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

If your mailing address is different from your home address, please enter it below.

*Street 1: 123 SESAME STREET *Zip/Postal Code: 21212

Street 2: Country: United States

*City: BALTIMORE County: BALTIMORE CITY

State/Province: MARYLAND

< Previous Next > Submit

- Click the **Next** button or the **Enter Phone** link to continue the wizard

ENTER PHONE

Use the **Enter Phone** section to add up to four phone numbers.

- At least one phone number must be entered.
- Select the Primary Phone check box on the line of the phone number you wish to be used as your primary phone number.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email

Update your new phone number/s below.

*Phone: 410-123-4568	Ext:	Type: Home	Primary Phone: <input checked="" type="checkbox"/>
Phone: 443-123-4569	Ext:	Type: Mobile	Primary Phone: <input type="checkbox"/>
Phone:	Ext:	Type: Fax	Primary Phone: <input type="checkbox"/>
Phone:	Ext:	Type: Fax	Primary Phone: <input type="checkbox"/>

< Previous Next > Submit

- Select the **Next** button or the **Enter Email** link to proceed to the next section.

ENTER E-MAIL

Use the Enter E-mail section to add up to two e-mail addresses.

NOTE: At least one e-mail address must be entered in order to be able to reset your password at the login screen. See the section on **Password Management**.

The screenshot shows a web browser window titled "Update Address". At the top, a breadcrumb trail reads: "Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email". Below this, the text "Update your email addresses below." is displayed. There are two rows of input fields. The first row has "E-mail:" with the value "jdoe@somewhere.com", "Confirm E-mail:" with the same value, and a "Primary E-mail:" checkbox which is checked. The second row has empty input fields and an unchecked "Primary E-mail:" checkbox. At the bottom, there are two buttons: "< Previous" and "Submit". Red circles highlight the checked checkbox and the "Submit" button.

- Select the Primary E-mail check box on the line of the e-mail address that you wish to use as your primary e-mail address.
- Select Submit to save your changes or Previous to return to a previous section.

PLEASE NOTE: At any point in the wizard, you can skip to the section you need, or use the Submit button when you finish any section.

You will receive a notification confirming that your changes have been successfully received.

The screenshot shows a "Messages" notification box with a red header. It contains a table with two columns: "Severity" and "Message". The first row has a severity icon (a blue circle with an 'i') and the message "The document has been successfully submitted." A red circle highlights the close button (an 'x' icon) in the top right corner of the notification box.

Click the x to close the notification and to continue in ESS.