

# Have you moved?

## Update your home address!



Please update your home address. Important mailings such as benefits information, W-2s, and final pay checks may not be delivered if your address is incorrect.

It's easy.....

1. Log into [Employee Self Service](#) (ESS) (Domain login ID and password required)
2. Select **“Personal Information”**
3. Select **“Personal Profile”**
4. Under **“Address”** click the pencil on the far right to edit
5. You can review & edit your address or emergency contact.
6. If you make a change, be sure to click **“Save”** to complete the process
7. You should see a message that says **“data saved successfully”**

That's it....you are done!

*You can also update your disability status, veteran status. You will also receive an email confirmation from “UAMS SAP Message Center.”*