

Address Update Reminder

Great News...

This year's Open Enrollment will begin on

Tuesday, October 3, 2017

...and you can begin preparing by logging into Employee Self Service (ESS) and updating your address. The address on file in ESS is the address we provide to our carriers, so keeping your address up to date will ensure you receive all important communications sent directly from your insurance plan carriers.

To update your address log-on to ESS. Click the "Contact Information" tab and then the "Address" link.

For your convenience, detailed instructions are on the following page.



Employee Self Service (ESS)



UPDATING YOUR ADDRESS IN ESS

The addresses listed below are stored in SAP. It is imperative that you maintain your address in ESS.

- Permanent residence stores your home address. This is the address SBBC uses to mail items to you. •
- Temporary residence stores your address to be used temporarily, example summer address. •
- Emergency contact stores the contact information to be used in case of an emergency.

Log on to SAP

- 1. Select Employee Self Service
- 2. Select Contact Information
- 3. A new window will open, Select Addresses

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Overview Employee Self Service applications provide you with easy access to information and services for imployee. This page gives you an overview of the entire othering Control Monitorian Search for employees by name and find by they position in the company. Martam you addresses Out of this Out this Out this	Contact Information Search for employees by name and find basic information about colleagues and their position in the cor

- 4a. The addresses on file will be listed. To update an address, click on Edit and the address window will appear. Update the fields as needed or
- 4b. To add a new address, click on "New *****" and the address window will appear. Complete the fields.

Temporary residence

- 5. Choose validity date for change to take effect.
- 6. Choose Review to Save

Choose Save		
	Country LISA	
	In Care Of:	
1 2 4 4	House Number and Street: 1	
Overview Edit Review and Save Confirmation	Address Line 2:	
ermanent residence	City: 1	
	County:	
alid from Today reet Address: 3815 Permanent Address	State:	
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