

ESS Update Home and Mailing Address (Fluid)

Purpose: Use this document to make changes and/or updates to employee home and mailing address in ctcLink.

Audience: HR Admin/Employees

1. **Navigation: HCM Employee Self Service (Homepage) > Personal Details (Tile) > Personal Details**
2. On the **Employee Self Service** homepage, select the **Personal Details** tile. (The **Addresses** section defaults on the homepage to display the current Home and Mailing Addresses).
3. Select the **Home Address** grid.
4. On the **Address** pagelet, change date for **Change As Of** if necessary.
5. Fill in updated address details.
6. Select the **Save** button. The Addresses homepage will display the updated address information.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is NO audio included in this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to [ESS Update Home and Mailing Address](#). This link will open in a new tab/window.