



## **Miami-Dade County**

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# **ESS Review/Update Address Job Aid**

**Version 1.0**

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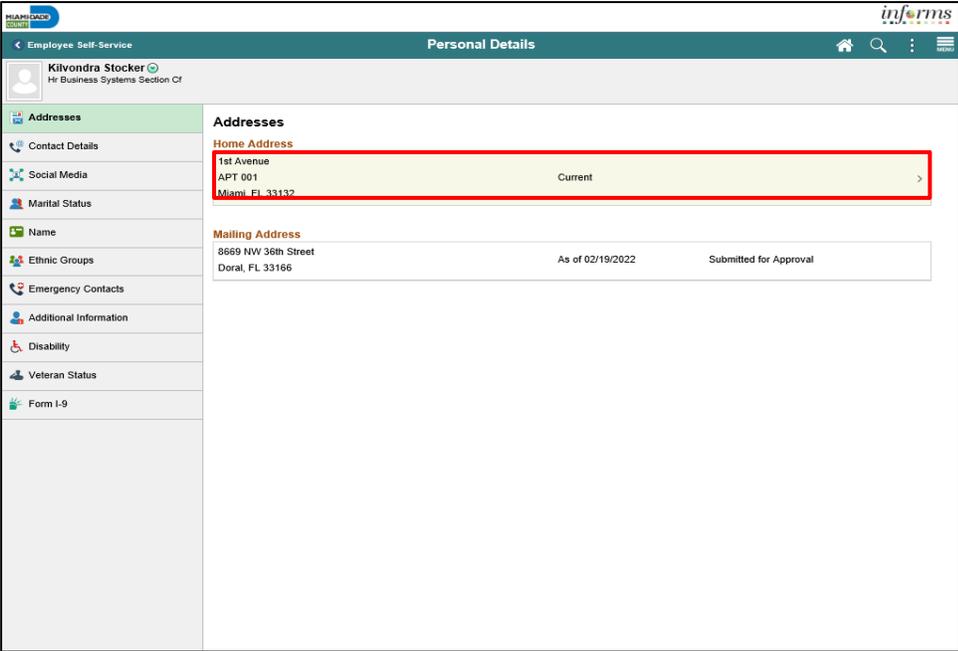
## PURPOSE

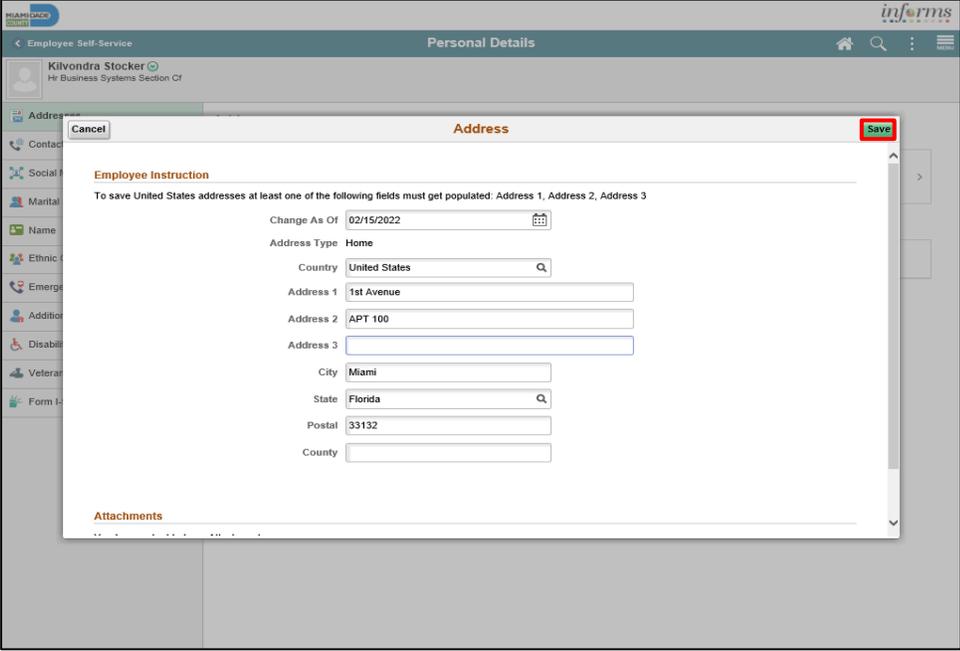
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### **Purpose**

This document explains the key activities involved in reviewing or updating an address as an employee. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

## REVIEW/UPDATE ADDRESS

Step	Action
1.	Navigate to <b>Employee Self Service &gt; Personal Details</b>
2.	<p>Select the current address to make any changes.</p>  <p>The screenshot shows the 'Personal Details' page for Kilvondra Stocker. Under the 'Addresses' section, there are two entries: a 'Home Address' and a 'Mailing Address'. The 'Home Address' entry is highlighted with a red box and includes the text '1st Avenue, APT 001, Miami, FL 33132' and 'Current'. The 'Mailing Address' entry is '8669 NW 36th Street, Doral, FL 33166' and is marked as 'Submitted for Approval'.</p>

Step	Action
3.	<p>Make any applicable changes. Select the <b>Save</b> button.</p> 

Step	Action
4.	<p><b>Note:</b> The address will go through a validation process to ensure the address is a valid USPS address.</p> <p>Select the <b>Done</b> button to accept the suggested changes or select the <b>Accept User Entered Address</b> toggle to decline the suggestion.</p> 