informs

Miami-Dade County

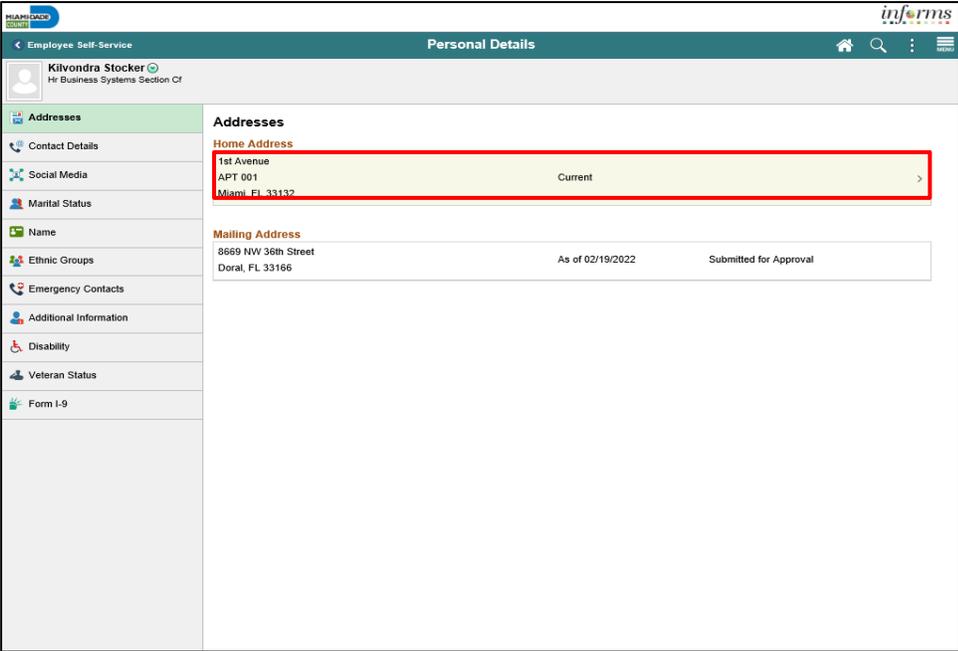# ESS Review/Update Address Job Aid

Version 1.0

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PURPOSE
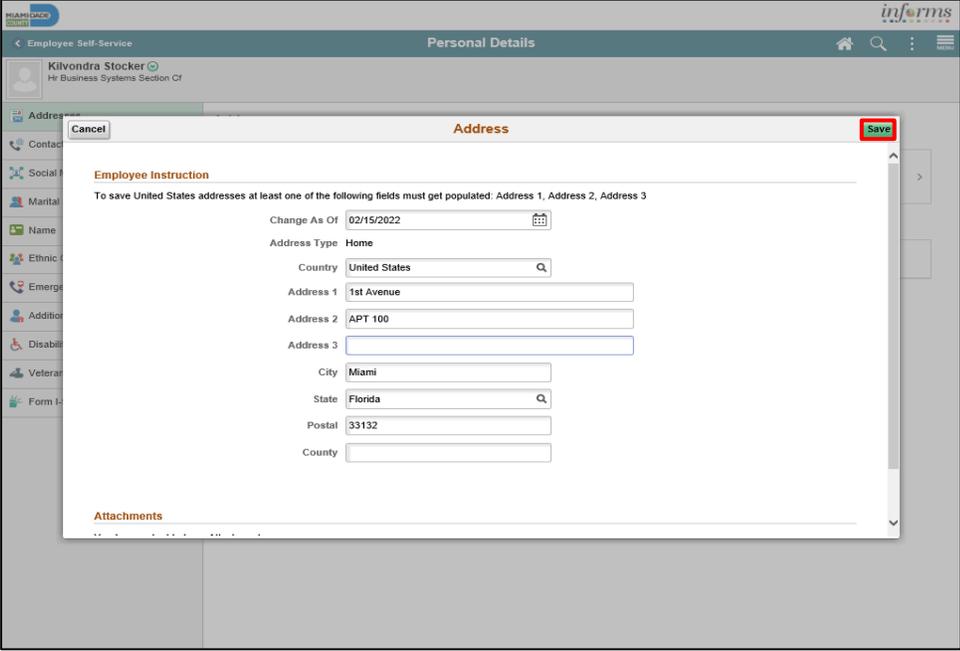
Purpose

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 **Employee Self Service > Personal Details**
2.	Select the current address to make any changes.

Step	Action
3.	Make any applicable changes. Select the **Save** button.

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