


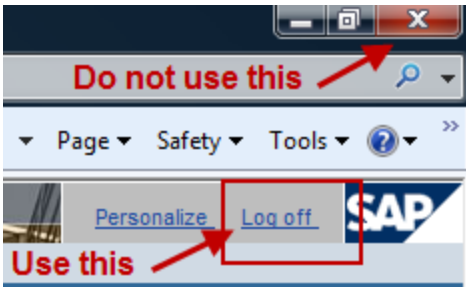




## Addresses and Telephone numbers

**Purpose** Use this procedure to maintain your permanent and mailing addresses. This is also where you maintain your telephone number(s).

<p><b>Helpful Hints</b></p>	<p> <b>Is your Permanent Residence or Mailing address outside of the USA?</b> If yes, you will need to follow your agency’s procedure for updating your address. ESS does not accept international addresses at this time for employees.</p>
	<p> ESS requires you to have a permanent address on record. This is where you will receive important communications. This address, plus the county field, determines employee eligibility for certain health care benefits.</p> <p>A mailing address is not required in ESS.</p> <p>If a mailing address is created, you will receive communications at this address from:</p> <ul style="list-style-type: none"> <li>• <b>Department of Personnel</b> for payroll information,</li> <li>• <b>Department of Retirement Systems</b> for retirement and deferred compensation information, and</li> <li>• <b>Health Care Authority</b> for benefits information.</li> </ul>
	<p> <b>Logging out correctly is important.</b></p> <p>When you are done working in ESS, exit the program by clicking on the <b>“Log off”</b> link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. <b>DO NOT</b> shutdown ESS by clicking on the <b>“Close X”</b> in the upper right-hand corner of the screen. This does not close your session down securely.</p> 
	<p> If you are using a web browser other than <b>Microsoft Internet Explorer</b>, you may see a popup box appear after you click on the <b>“Log off”</b> link. This is just asking for confirmation that you really want to log off. Click <b>“Yes”</b> to continue.</p>
	<p> You can go directly to the portal from any supported internet browser by entering this web address: <a href="https://wahrms.wa.gov">https://wahrms.wa.gov</a>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 7 or 8 and Mozilla Firefox 3.5. Other browsers may work, but they are not supported.</p>

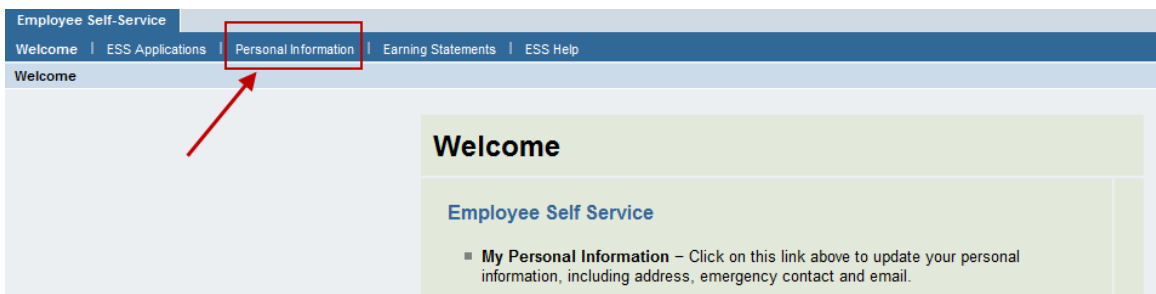
**Procedure**

1. Start all ESS actions by logging into the Washington State HRMS Portal.



For help logging in see the “Logging In” procedure.


2. Start the action by clicking on the **Personal Information** tab.



Tip: You may also click on the **ESS Applications** tab for an overview of all services available in ESS. You can access **Personal Information**, **Earning Statements** and **ESS Help** from this tab.

- Click on the **Addresses and Telephone numbers** link.

**Personal Information**

 **Personal Information**

[Addresses and Telephone numbers](#) ←

Enter, change, or delete your addresses and telephone numbers.

[Emergency Contacts](#)

Enter, change, or delete your emergency contact information.

[Email Address](#)

Enter, change, or delete your WORK email address. Only ONE (1) email address allowed.



**Personal Information Help**

[Addresses Help](#)

[Emergency Contacts Help](#)

[Email Address Help](#)

- Overview**  
Perform one of the following.

If	Then
You want to update your <b>Permanent residence</b> address.	Click the <b>Edit</b> button. (see image one)
You want to create a <b>New Mailing address</b> .	Click the <b>New Mailing address</b> button. (see image one)
You want to update your <b>Mailing</b> address.	Click the <b>Edit</b> button. (see image two)
You want to remove your <b>Mailing</b> address.	Click the <b>Delete</b> button (see image two)  After clicking the <b>Delete</b> button you will be taken to the <b>Review and Save</b> step. Click the <b>Delete</b> button again to remove the mailing address. Go to step 7 of this procedure to complete the action.  When deleting a mailing address, remember to contact your HR/Payroll office. They need to update your record in the PAY1 system that is used for employee benefits.

### Addresses Image One

1 Overview   2 Edit   3 Review and Save   4 Confirmation

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**Permanent residence**

Street Address:	123 Main Street
City:	Steilacoom
Telephone No.:	555-5555

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### Addresses Image Two

1 Overview   2 Edit   3 Review and Save   4 Confirmation

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**Permanent residence**

Valid from 4/3/2010

Street Address:	123 Main Street
City:	Steilacoom
Telephone No.:	555-5555

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**Mailing address**

Valid from 4/3/2010

Street Address:	459 North Avenue
City:	Olympia
Telephone No.:	943-0160


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5. **Edit**


Complete the following fields for **Permanent residence**.




The fields for updating or editing a permanent or mailing address are similar.

R=Required Entry O=Optional Entry		
Field Name	R/O	Description
House Number and Street	R	The residential street address.  <b>Example:</b> 459 North Avenue
Address Line 2	O	Enter an apartment, office, suite if applicable. Otherwise, leave blank.  <b>Example:</b> Suite 201
City	R	The city you reside in.  <b>Example:</b> Olympia
County	R	The county you reside in.  <b>Example:</b> Thurston County
State	R	The state you reside in.  <b>Example:</b> Washington
Zip Code	R	The 5 or 9 digit zip code of the city you reside in.  <b>Example:</b> 98516-4599
Telephone	O	Your home phone number.   If you receive an error message telling you “ <b>Area code must consist of three digits,</b> ” only the 7-digit telephone number field will be outlined in red. Re-enter the area code to correct the error.  <b>Example:</b> <span style="border: 1px solid black; padding: 2px;">360</span> <span style="border: 1px solid black; padding: 2px;">943-0160</span>

Complete the following fields for **Optional Communication**.

R=Required Entry O=Optional Entry		
Field Name	R/O	Description
Communication Type 1	O	Enter your work phone number.  You may enter up to 4 optional communication fields.  <b>Example:</b> Work            360-664-6115

Complete the following fields for **Valid as of Future Date**, if desired.

R=Required Entry O=Optional Entry		
Field Name	R/O	Description
Valid as of Future Date	O	ESS automatically sets the effective date to the next day.  If you want to Future Date the record, click on the calendar icon and select a date.  <b>Example:</b> You are moving to a new location in two weeks and want your new address to be effective on that date.

Click the **Review** button to continue.



If you click on the **Exit** button, you will be taken back to the **Personal Information** page and nothing will be saved.

**Addresses**

1 Overview    2 Edit    3 Review and Save    4 Confirmation

**Permanent residence**

c/o:

House Number and Street: \*

Address Line 2:

City: \*

County:

State: \*

ZIP Code: \*

Country:

Telephone:

**Optional Communication**

Communication Type 1:

Number 1:

Communication Type 2:

Number 2:

Communication Type 3:

Number 3:

Communication Type 4:

Number 4:

Valid as of Future Date:

6. **Review and Save**  
Review your entry for errors. Click the **Save** button to continue.

**Optional Communication**

Communication Type 1: WORK

Number 1: 360-664-6115

Communication Type 2:

Number 2:

Communication Type 3:

Number 3:

Communication Type 4:

Number 4:

Valid from 4/2/2010

7. **Confirmation**  
You have saved your **Address**.

**Addresses**

1 Overview    2 Edit    3 Review and Save    4 **Confirmation**

**i** The changes you made to your Address data were saved

**What do you want to do next?**  
[Go to Addresses Update](#)  
[Go to Personal Information homepage](#)  
[Go to ESS Applications homepage](#)  
**Permanent residence**

8. You have completed the action. Perform one of the following or Log-off of ESS.

<b>If</b>	<b>Then</b>
You want to navigate back to Addresses Update.	Click <a href="#">Go to Addresses Update</a>
You want to navigate back the Personal Information homepage.	Click <a href="#">Go to Personal Information homepage</a>
You want to navigate all the way back to the main ESS Applications home page.	Click <a href="#">Go to ESS Applications homepage</a>

**Addresses**

1 Overview    2 Edit    3 Review and Save    4 **Confirmation**

**i** The changes you made to your Address data were saved

**What do you want to do next?**  
[Go to Addresses Update](#)  
[Go to Personal Information homepage](#)  
[Go to ESS Applications homepage](#)  
**Permanent residence**