

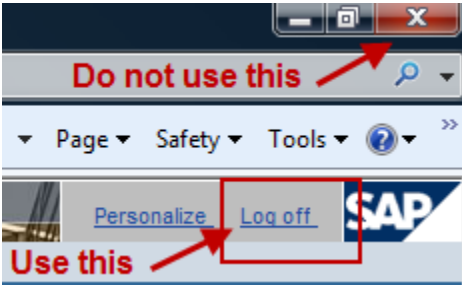



Create Your Email Address

Purpose Use this procedure to create or edit your **work** email address.

If you should need to request a new password, your temporary password will be sent to this email address.

<p>Helpful Hints</p>	<p> You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov. 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>
	<p> Logging out correctly is important. When you are done working in ESS, exit the program by clicking on the “Log off” link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. DO NOT shutdown ESS by clicking on the “Close X” 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 Microsoft Internet Explorer, you may see a popup box appear after you click on the “Log off” link. This is just asking for confirmation that you really want to log off. Click “Yes” to continue.</p>

Procedure

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



Welcome to Washington State's Human Resource Management Systems

HRMS PORTAL

This is a secure application and available only to Washington State employees.

Logon ID *

Password *

[Log on](#)

[Forgot Password](#)

[Having Trouble Logging In?](#)

[More ESS Information](#)

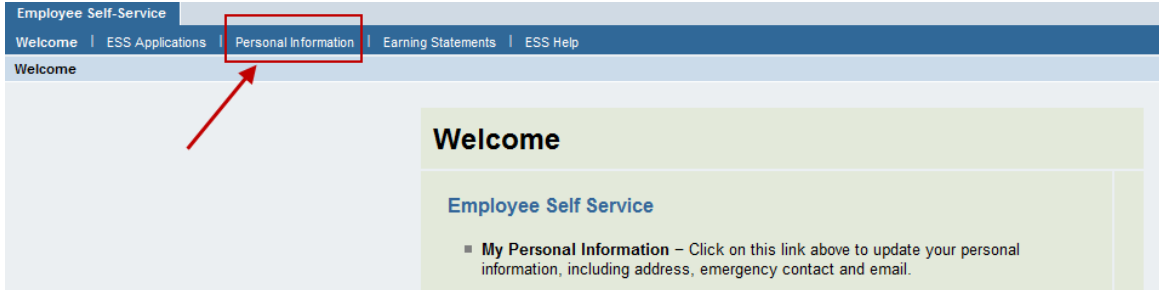


 Copyright June 2010



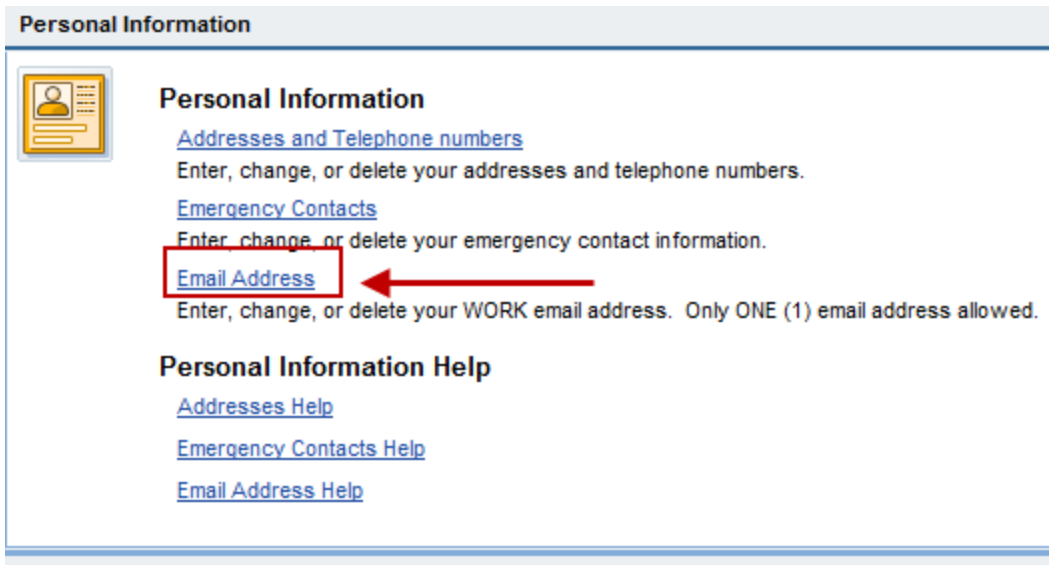
For help logging in see the “Logging In” procedure.

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



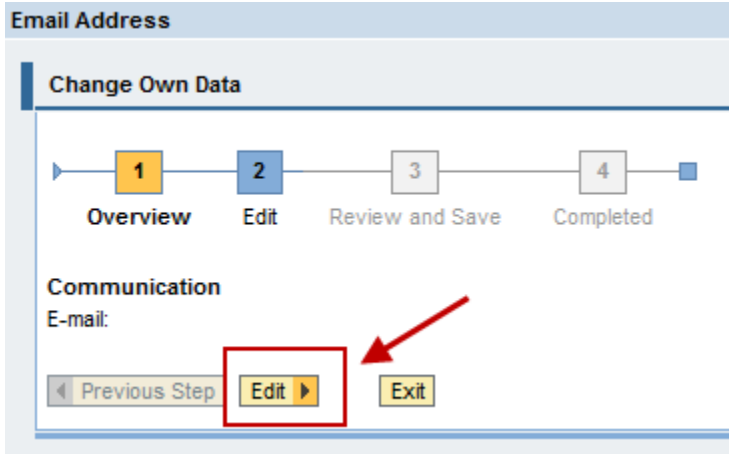
Tip: You may also click on the **ESS Applications** tab for an overview of all services available in ESS. You can access **Personal Information**, **Earning Statements** and **ESS Help** from this tab.

3. Click on the **Email Address** link.



4. **Overview**

Click on the **Edit** button to enter an email address.

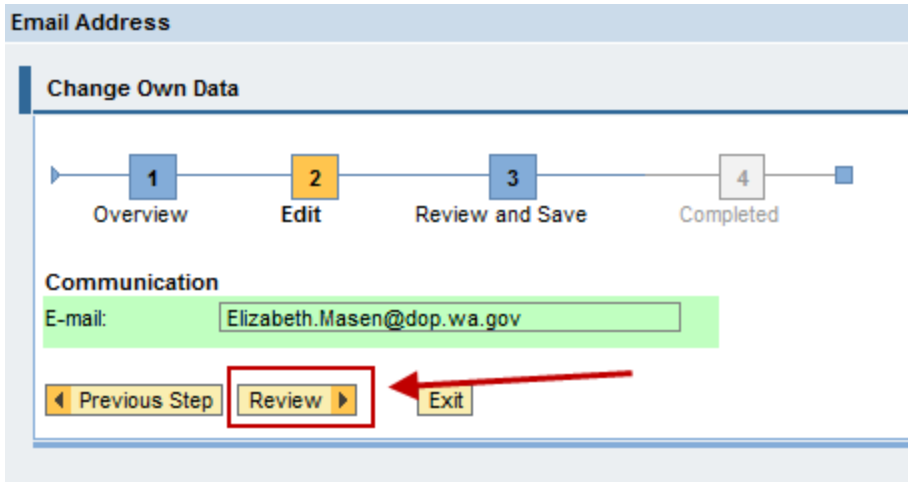


5. **Edit**

Enter your work email address.



You may have only one email address.



Click the **Review** button to continue.

6. **Review and Save**

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

The screenshot shows the 'Email Address' update interface. At the top, a progress bar indicates four steps: 1. Overview, 2. Edit, 3. Review and Save (highlighted in yellow), and 4. Completed. Below the progress bar, the 'Communication' section displays the email address 'Elizabeth.Masen@dop.wa.gov'. At the bottom, there are three buttons: 'Previous Step', 'Save' (highlighted with a red box), and 'Exit'. A red arrow points from the 'Save' button towards the right.



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

7. **Completed**

You have saved your **Email Address**.

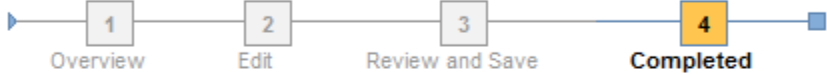
The screenshot shows the 'Email Address' update interface after completion. The progress bar now shows step 4, 'Completed', highlighted in yellow. Below the progress bar, a red-bordered box contains an information icon and the text: 'The changes you made to your data have been saved'. Underneath this message, there is a section titled 'What do you want to do next?' with three blue links: 'Restart Email Address Update', 'Go to Personal Information homepage', and 'Go to ESS Applications homepage'. Below these links, the 'Communication' section displays the email address 'Elizabeth.Masen@dop.wa.gov'. A red arrow points from the bottom right towards the 'What do you want to do next?' section.

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

If	Then
You want to navigate back to the Email Address page.	Click Restart Email Address Update
You want to navigate back the Personal Information homepage.	Click Go to Personal Information homepage
You want to navigate all the way back to the main ESS Applications home page.	Click Go to ESS Applications homepage

Email Address

Change Own Data



The changes you made to your data have been saved

What do you want to do next?
[Restart Email Address Update](#)
[Go to Personal Information homepage](#)
[Go to ESS Applications homepage](#)

Communication
 E-mail: Elizabeth.Masen@dop.wa.gov