

## 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 Enterprise Services</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> 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: <b>Microsoft Internet Explorer 7, 8 or 9 and Mozilla Firefox 10.0</b>. Other browsers may work, but they are not supported.</p>

## Procedure

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

The screenshot shows the 'Welcome to Washington State's Human Resource Management Systems' page. On the left, under the heading 'HRMS PORTAL', there are two input fields: 'Lagon ID \*' and 'Password \*'. Below these is a yellow 'Log on' button. Underneath the button are three links: 'Reset Password or First Time User', 'Having Trouble Logging In?', and 'More ESS Information'. At the bottom of this section, it states: 'This is a secure application and available only to Washington State employees.' On the right side of the page is a large image of a snow-capped mountain peak, likely Mount Rainier, under a clear blue sky.



For help logging in see the "Logging In" procedure.

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

The screenshot shows the top navigation bar of the Employee Self-Service (ESS) system. The bar is dark blue with white text. It contains the following tabs: 'Employee Self-Service', 'Welcome', 'ESS Applications', 'Personal Information', 'Earning Statements', and 'ESS Help'. The 'Personal Information' tab is highlighted with a red box, and a red arrow points to it from the left. Below the navigation bar, the main content area has a light blue background. It features a 'Welcome' heading and a section titled 'Employee Self Service' with a bullet point: 'My Personal Information - Click on this link above to update your personal information, including address, emergency contact and email.'



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

**Permanent residence**

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

### Addresses Image Two

1 Overview 2 Edit 3 Review and Save 4 Confirmation

**Permanent residence**

Valid from 4/3/2010

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

**Mailing address**

Valid from 4/3/2010

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

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 or post office box number, 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**.

The screenshot shows the 'Addresses' page with a progress bar at the top containing four steps: 1 Overview, 2 Edit, 3 Review and Save, and 4 Confirmation. Below the progress bar, a red-bordered box highlights a green information icon followed by the text: 'The changes you made to your Address data were saved'. Below this message, there is a section titled 'What do you want to do next?' with three blue hyperlinks: 'Go to Addresses Update', 'Go to Personal Information homepage', and 'Go to ESS Applications homepage'. At the bottom of the page, the text 'Permanent residence' is visible.

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

If	Then
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>

This screenshot is identical to the one above, showing the 'Addresses' page with the confirmation message and navigation options. A red arrow points from the right side of the page towards the 'What do you want to do next?' section, which is enclosed in a red-bordered box.