

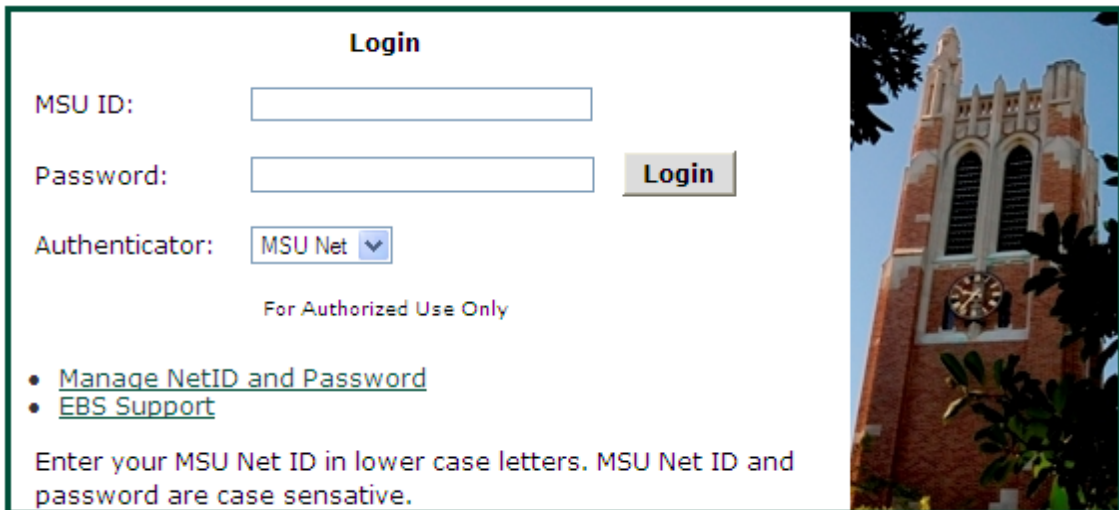
# How to update your Address via Employee Self Service

1.) First, visit the Enterprise Business Systems to login to the EBS Portal.

<https://secportal.ebsp.msu.edu>

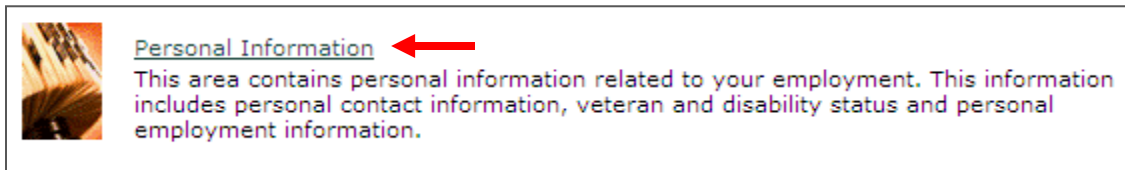


2.) Next, a login screen will appear - use your MSU NETID and Password to login.

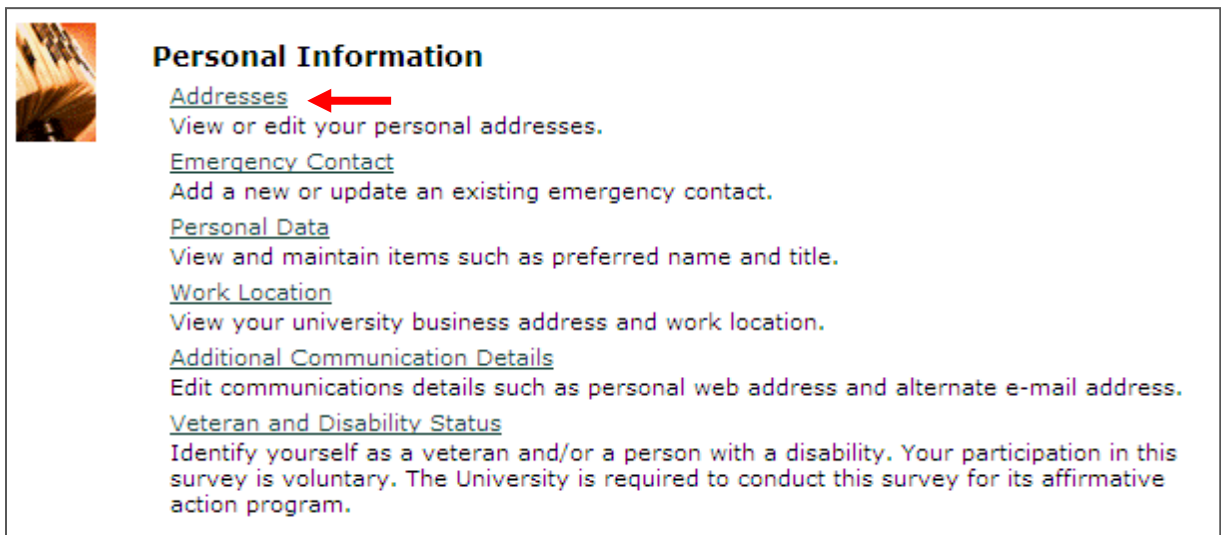


3.) After you have logged in, navigate to your ESS tab in the Portal (Note: the tab could read ESS Salary, ESS CT, but starts with the letters ESS).

4.) Next select the Personal Information area.

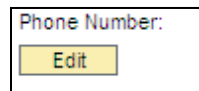


5.) Then select the Address link (shown below).

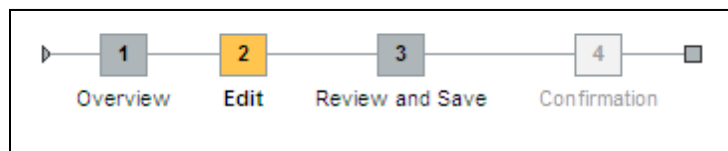


6.) You will now have the ability to view or change your address.

**If you need to make address changes, select the Edit button in the permanent address box.**

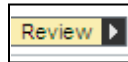


7.) A roadmap is provided at the top of the screen to show you where you are at in the process.



**Please be sure to enter all required fields when updating your address as denoted by a red asterisk \***

8.) After you have updated your address select the “review” button at the bottom of the screen.



9.) After review, simply select the Save button.



10.) Once you have updated your address the roadmap will be highlighted in “yellow” showing a “Confirmation button” and small green check box noting that “the changes you made to your Address data were saved”.

