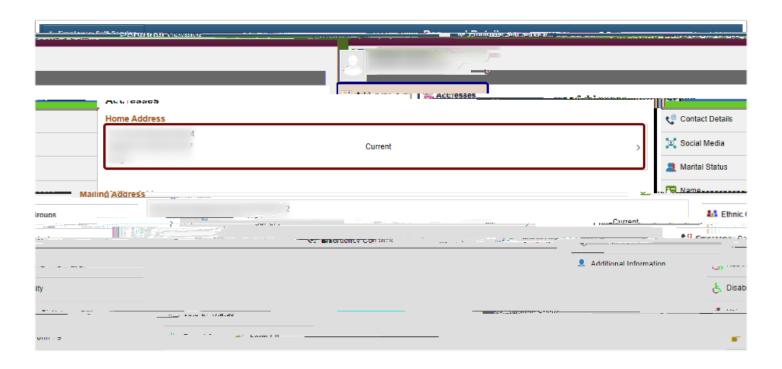
## 9.2 ESS Update Home and Mailing Address (Fluid)

Purpose: Use this document to make changes and or updates to employee home and mailing address in ctc ink

Audience: R dmin mployees



The Address pagelet displays
hange date for Change As Of if necessary
ill in updated address details
Select the Save button



The process to update the home or mailing address is now complete nd of procedure