

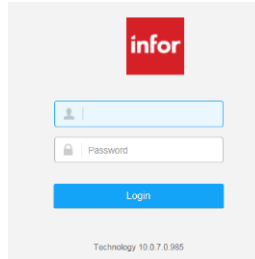


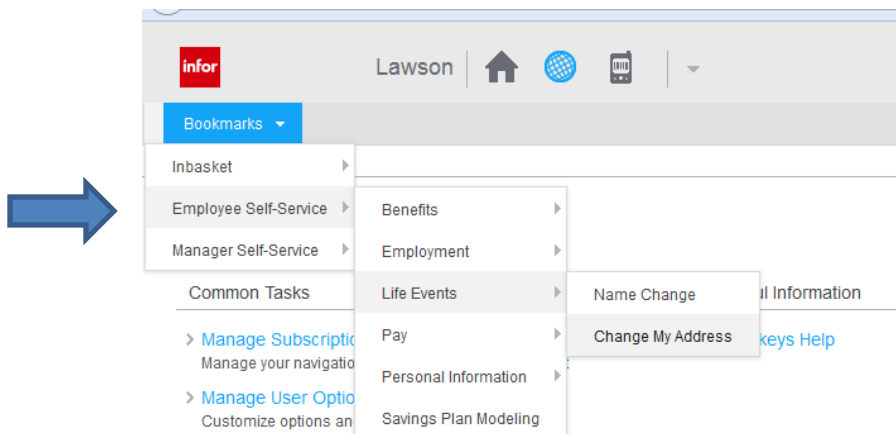
Updating your Change of Address in ESS – Easy as 1-2-3!

1 Login to [MyApps](#).

From Main folder click on Lawson folder , then click on Infor Lawson link . Login using your same user ID and Password you do for work email and computer access.



2 From the 'Bookmarks' drop down menu near the top of the screen, select 'Employee Self Service' => 'Life Events' => 'Change My Address'




Your current address will populate:

[Move](#)

[Address](#)

[Home](#)

*Required fields are indicated.

Effective Date* 
MM/DD/YYYY

Address 1

Address 2

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

3


Type in the new address with the effective date, then select the 'Update' button

Move

Address

Home

*Required fields are indicated.

Effective Date* 
MM/DD/YYYY

Address 1

Address 2

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

Your new address is automatically loaded for Human Resources and Payroll and no further action will be necessary!