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:
Type in the new address with the effective date, then select the ‘Update’ button.

您的新地址将自动加载到人力资源和工资单中，无需进一步操作！