

Employee Self Service How to Update Your Address

EMPLOYEE SELF SERVICE – HOW TO GUIDE



Employee Self Service – How to Update Your Address

Welcome to the Guide on how to update your address through Employee Self Service. Before following this guide, make sure you have access to [Employee Self Service](#) and your login information. If you do not have a login for Employee Self Service or have any questions on this guide, please contact Human Resources at (262) 636-9175.

A

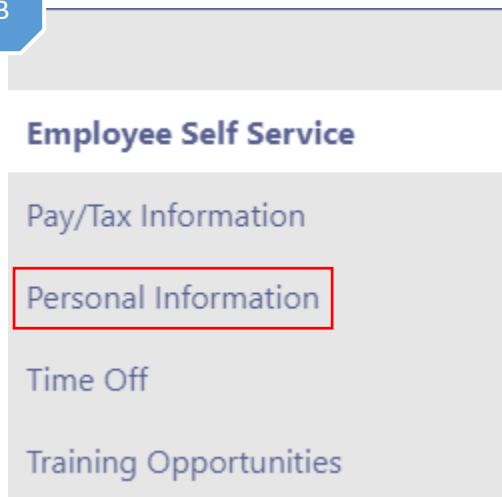


A. Log In to Munis Self Service

Log in to [Employee Self Service](#).

Website: <https://selfservice.racinenet.org/MSS>

B



B. Sidebar Selection

Select “Personal Information” located on the left sidebar.



C

Personal Information

General Demographics **Contact** Dependents

C. Contact Information

Select “Contact” located in the options listed under “Personal Information”.

D

Personal Information

General Demographics **Contact** Dependents

D. Address Section

Now that you are on the “Contact” section of your personal information page, you will see the address that the Human Resources Department has on file for you. If you need to change this address, you will select the “Edit” button.

Addresses [Add new](#)

Home Address
3456 NEW STREET
APT 1
RACINE WI 53404

[Edit](#)



Emergency Contacts [Add new](#)

JANE DOE
SPOUSE
262-636-9475
CELL
3456 TEST STREET
RACINE WI 53403

[Edit](#) | [Delete](#)

Telephones [Add new](#)

WORK PHONE 262-636-9176 Listed Opting out of text messages Edit Delete	CELL PHONE 262-636-9175 Listed Opting out of text messages Edit Delete Make primary
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E

Addresses

Address
3456 New Street

Address line two
APT 1

City
RACINE

State
WI

Zip code
53404

Save **Cancel**

E. Type in the New Address

Type in your new address in the fields that are provided.

F

Save

F. Review Your Information

When you are done typing in your new address, make sure to review the information to make sure that it is correct. After review, when you are ready to submit this new address, you will click the “Save” button.

You have now updated your address, and the Human Resources Department will automatically be notified of the changes. The Human Resources Department will update your address for your benefits (United Healthcare, MetLife Dental, etc.) if applicable. If you have questions about this process, please contact Human Resources at (262) 636-9175.