

County of San Bernardino HOME AND MAILING ADDRESS UPDATE

Overview

You have the ability to update and maintain your home and/or mailing address in EMACS and both addresses are kept separate from one another. Also, you have the option of future dating your address changes.

You will continue to have the option of submitting a paper form 'Personal Information/Emergency Contacts' to your Payroll Specialist. The form and its instructions are located on the EMACS website.

Navigation:

Main Menu > Self Service > Personal Information > Home and Mailing Address

The screenshot shows the EMACS web application interface. The top navigation bar includes 'Home', 'Add to Favorites', and 'Sign out'. The left sidebar contains a 'Menu' with options like 'My Favorites', 'SBCounty', 'Self Service', 'eTime Reporting', 'Personal Information', and 'Payroll and Compensation'. The 'Personal Information' section is expanded, showing 'Home and Mailing Address', 'Email Addresses', and 'Emergency Contacts'. The 'Home and Mailing Address' link is highlighted with a red box. The main content area shows the breadcrumb 'Main Menu > Self Service > Personal Information' and the 'Home and Mailing Address' link with the description 'Review and update your home and mailing addresses.'.

Click on the '**Home and Mailing Address**' Link

Home and Mailing Address

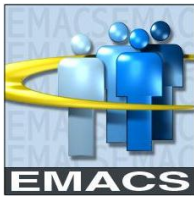
Jane Parker

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	12/03/2010	USA	123 Fourth Street Apt. 10 Redlands, CA 92373	Edit
Mailing	Current	12/03/2010	USA	123 Fourth Street Apt. 10 Redlands, CA 92373	Edit
Mailing	Future	12/31/2010	USA	3429 Madison Ave. Brookfield, IL 60513	Edit

Important: Remember to keep your mailing address current. It is used for important communication and your Year End W-2 Statement.

Procedure Steps

1. **Click on the icon** for the address you want to update. ('Home' and 'Mailing' address are kept separate from one another in EMACS).
2. **Address 1:** Line is limited to 30 characters. Enter additional information on Address Line 2 and Line 3 (if applicable).
3. **Address 2 and 3:** Line is limited to 30 characters. Complete as necessary.
4. **'Change Country' Link:** In the event you move outside of the USA, change the Country to the correct value.
5. **City, State and Postal:** Enter both the City and State for your address. The last 4 digits are optional.
6. **County:** Optional Field
7. **Date Change Will Take Effect:** The current date will default or you can enter a future date. (See sample pages below).



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Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City: State: California Postal:

County:

Date Change Will Take Effect:

On this date: (example: 01/31/2000)

- Click the "SAVE" icon. You will receive a 'Save' Confirmation message.

Home and Mailing Address Save Confirmation

The Save was successful.

- Click "OK" and you will be taken back to the 'Home and Mailing Address' page.
- After saving the changes, you will return to the 'Home and Mailing Address' page. If a future date was entered, the status will list as 'Future' and will show the 'As of' date you entered.

Home and Mailing Address

Jane Parker

Addresses					
Address Type	Status	As Of	Country	Address	
Home	Current	11/05/2010	USA	429 Cajon Street Redlands, CA 92373-1781	<input type="button" value="Edit"/>
Home	Future	12/30/2010	USA	644 S. Alvarado St. Redlands, CA 92373-1781	<input type="button" value="Edit"/>
Mailing	Current	11/05/2010	USA	429 Cajon Street Redlands, CA 92373-1781	<input type="button" value="Edit"/>

ISD Help Desk Contact Information:

- **Computer** - In your web browser address bar, enter the ISD Help Desk Link:
<http://countyline.sbcounty.gov/isd/helpdesk/default.asp>

or

- **Phone** - Call (909) 884-4884