County of San Bernardino
HOME AND MAILING ADDRESS UPDATE

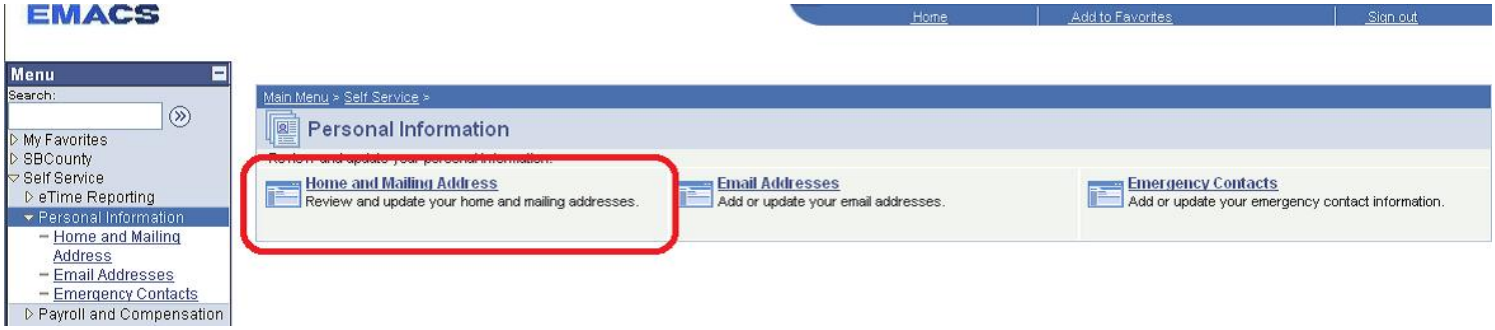
Overview

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



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

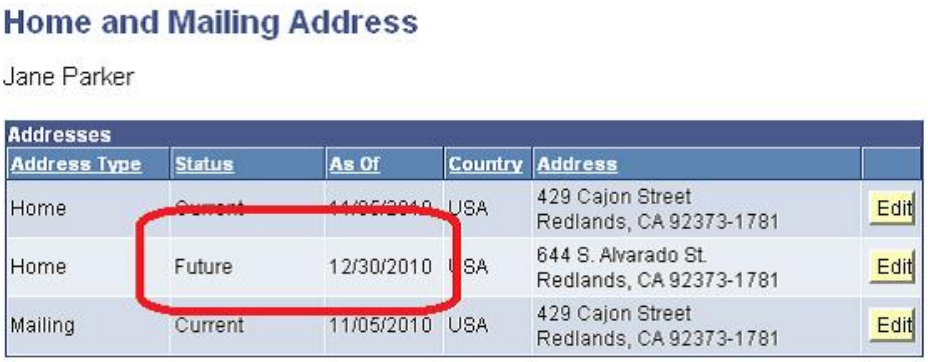
Procedure Steps

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).

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

9. **Click "OK"** and you will be taken back to the 'Home and Mailing Address' page.

10. 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.



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**