

How to Update Your Address On Employee Self Service

Payroll and Employee Benefits

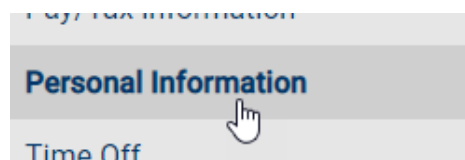
UPDATE YOUR ADDRESS IN 3 EASY STEPS:

1

Log into Employee Self Service at
<https://richardsonisd.munisselfservice.com/ess/>

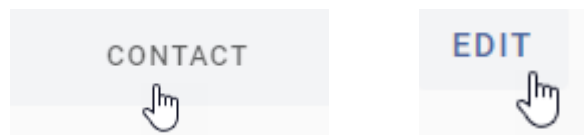
2

Go to **PERSONAL INFORMATION**



3

Go to **CONTACT**, then **EDIT**



Remember to click **SAVE!**

