Employee & Retiree Service Center

QUICK START GUIDE My Address Change

1. Navigate to the **Employee Self-Service (ESS)** web page.* Click the **My address change** link under the orange My Information banner.

* If accessing ESS remotely, you must first securely log in to the MCPS network via Windows Virtual Desktop (WVD), Terminal Services Gateway (TSGateway), or the Virtual Private Network (VPN). Log in to your MCPS Google account (@mcpsmd.net account) to see the MCPS Remote Access Support Guide.

2. Review the information on the next screen and click on **Update your address** at the bottom of the screen.



- If you are a retired employee working in a substitute or temporary assignment, use this option to change the address with MCPS for payroll purposes.
- In addition, you have to submit <u>MCPS Form 445-1</u>, <u>Change in Personal Information</u> to ensure you address is updated with your health insurance vendors.
- Updating the address with MCPS will not change your address with the Maryland State Retirement Agency or Aetna. You must contact them separately to make changes.

Update your address.



E R S C Employee & Retiree Service Center QUICK START GUIDE My Address Change Sign in using your MCPS username and password.





E R S C QUICK START GUIDE My Address Change

4. On the Home Address screen, enter your new address and phone number. Be sure to click the **Update** button to ensure your changes are submitted.

Home Address	
Address Home	
Required fields are indicated.	
Effective Date	08/26/2019
Address 1	45 W Gude Dr 🔶
Address 2	Ste 1200 🔶
Address 3	
Address 4	
City or Address 5	Rockville
State or Province	Maryland 🗸
Postal Code	20850 🔶
Country	United States of America
Phone	301-517-8100
Phone Country Code	
	Update

MCPS

Employee & Retiree Service Center

QUICK START GUIDE My Address Change

5. If your address is successfully processed, you will receive a Address Change Confirmation e-mail confirming the changes.

6. If you enter an incorrect address you will receive an e-mail indicating that your address was not updated. You will need to access **My address change** once again to enter the correct

7. A change to your home address may require a change in you tax withholdings, e.g., if you have moved to a new state. If you need to update your W-4 tax withholdings, visit ESS, click **My W-4** under the blue My Taxes banner, log in, and follow the on-screen instructions.

