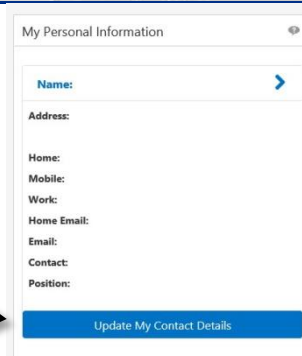# How do I change my address in ESR?

Certain pieces of personal information can be updated in ESR by you – the user. You can update your address in ESR by following the instructions below.
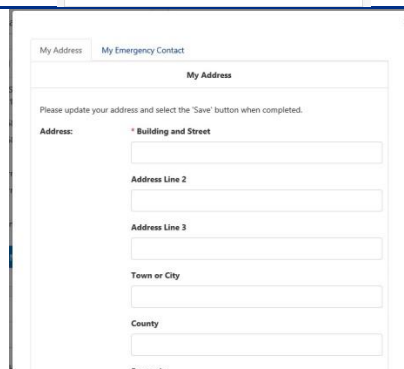
- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.

- Find the section titled **My Personal Information**. This is your **My Personal Information** portlet.
- Expand the details by selecting the down arrow.
- Near the bottom of the **My Personal Information** portlet, there should be a blue bar titled **Update My Contact Details.** Click the **blue bar**.

- A pop-up will appear in which you can edit your address, as well as phone number(s) and home email address.
- Select **Save** when finished.

To access via the sidebar navigation:

- Select the **My Personal Information tab** on the **sidebar navigation** and click the **Personal Information** link.
- You will be taken to a page that contains all of your personal information.
- Under the **Address** title, click the blue **Update** button next to that specific section.

• You will be met with two options – **Correct or amend this address OR Enter a new address if you have moved.**	○ Correct or amend this address. ◉ Enter a new address if you have moved.

• The **Enter a new address if you have moved** option will be automatically checked. The only time you would use the **Correct or amend this address** option would be if your current address information was incorrect or incomplete.
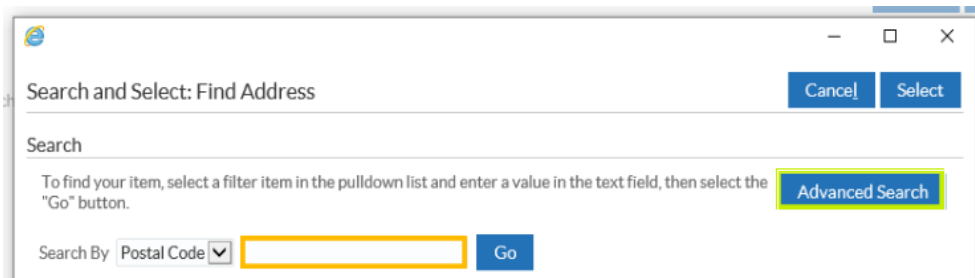
• Click the blue **Next** button.

• The next page will allow you to enter a new address.

• The address type will default to **Home,** but this can be changed if need be.

• Please enter the date you changed or added a new address to your ESR Personal Information. This can be done by manually entering the date or selecting a date from the calendar icon next to the **Effective Date** field.

• Click the magnifying glass icon ⌕ in the **Find** address.

• The search will default to post code only.

• Type in all, or part of, your post code.

• All address options that match that post code will be displayed.

Go to the correct address and click on the quick add icon shown here	

• Click the blue **Next** button.

• You will be taken to the review page where you are able to review your address information, and make sure it is all correct. All changes made will be marked with a **blue dot**.

• If you are happy with the changes, and know that they are correct, click the blue **Submit** button.

• A confirmation message should appear. This lets you know that all the changes you have made were applied successfully.

• Click the blue **Return to Overview** button.