How to Update Your Address

Login to ESR using one of the following:

My SaTH App **http://tiny.cc/mysath** A bespoke enterprise App that is published with Apple and Android.	The **ESR app** on the intranet NHS ESR	The **My ESR** internet link **http://my.esr.nhs.uk**	The **My ESR** app from a mobile or tablet device NHS ESR

When prompted login using your **Username** and **Password** or login via your **Smartcard**.

Log in via Username Password

Log in via Smartcard

From the portal page select **Update My Personal Information** under the **My Personal Information** portlet.

My Personal Information

Name: Sally Sath >

Address: 1 Somewhere Street
Any Town, County,
AB12 3CD

Home: 01232 789876
Mobile: 07898 234567
Email: Sally.Sath@nhs.net
Position: Position Title

Update My Personal Information

At any point you can return to the Portal by selecting the **Portal** icon from the blue ribbon at the top of the page.

Portal
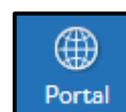
When the **Personal Information** section opens, under **Addresses**, select **Update**.

Personal Information

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

Addresses

Update

Address Line 1	1 Somewhere Street
Address Line 2	
Address Line 3	
Town	Any Town
County	County
Post Code	AB12 3CD
Country	United Kingdom
Type	Home

If you believe there is an error with your address that needs to be corrected select **Correct or amend this address**.

If you have moved house and need to add a new address, select **Enter a new address if you have moved**.

Once you have made the appropriate selection select **Next**.

Main Address: Choose Option

Cancel   Next

Employee Name	Sath, Mrs. Sally
Employee Number	01234567

Select the type of change you want to make: Correct if details of the address are incorrect, or enter a new address.

○ Correct or amend this address.
◉ Enter a new address if you have moved.

From the **Main Address** screen enter the **Effective Date** of the change of address.

Use the **Find Address** button to find your address.

When prompted enter the **Building number or name** and **Postcode** and then select **Next**.

Select the correct address then select **Next**.

> Select one of the following addresses that matched your selection.
>
> ○ 1 Anyplace Street, Somewhere Town, COUNTY   EF34 5GH
> ● 2 Anyplace Street, Somewhere Town, COUNTY   EF34 5GH
> ○ 3 Anyplace Street, Somewhere Town, COUNTY   EF34 5GH
> ○ 4 Anyplace Street, Somewhere Town, COUNTY   EF34 5GH
>
> [Cancel]   [Back]   [Next]

Confirm that the address is correct by selecting **OK**.

> Please confirm that your address below is correct.
>
> Address Line 1   2 Anyplace Street
> Address Line 2
> Address Line 3
> Town/City   Somewhere Town
> County   County
> Postcode   EF34 5GH
>
> [Cancel] [Back]   [OK]

Review the changes being made which are indicated by blue icons.

Click **Submit** to make the changes.

> **Main Address**
>
> | | Current | Proposed |
> |----------|------------------|--------------------|
> | Country | United Kingdom | United Kingdom |
> | Address Line 1 | 1 Somewhere Street | 2 Anyplace Street ○ |
> | Address Line 2 | | |
> | Town | Any Town | Somewhere Town ○ |
> | County | COUNTY | COUNTY |
> | Post Code | AB12 3CD | EF34 5GH ○ |
> | Type | Home | Home |
>
> [Cancel]   [Printable Page]   [Back]   [Submit]

Select **Return to Overview** to return to the **Personal Information** screen.

> ☰ **NHS** 🔍 Search | 🏠 Home ⭐ Favorites ⌄ ⚙ Settings ⌄ | ❓ Help ⏻ Logout 🌐 Portal
>
> 📋 Confirmation
>
> **Your changes have been applied.**
>
> [Return to Overview]

You can also access your personal information via the **My Pages** / My Personal Information / My Personal Information or using the **ESR Navigator**.

From the **My Pages** menu select **ESR Navigator**
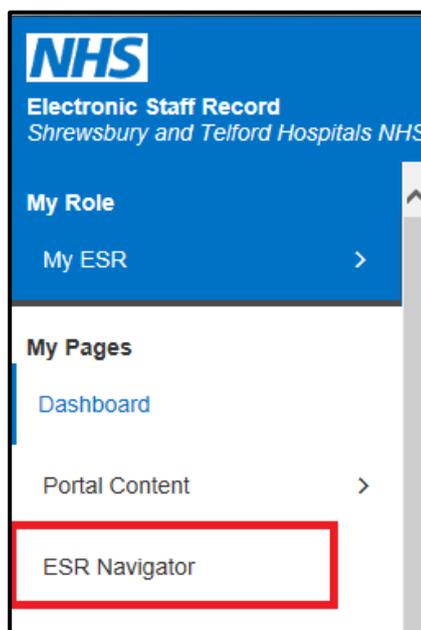
From the Navigator select **223 Employee Self Service (Limited Access)**
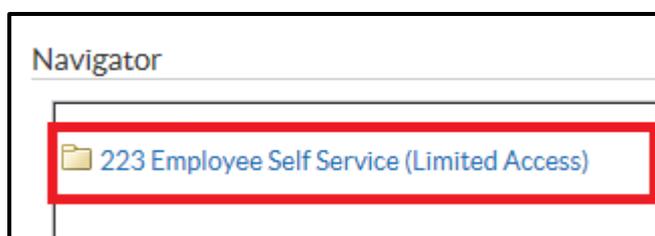
Under the **My Personal Information** section select **Personal Information**
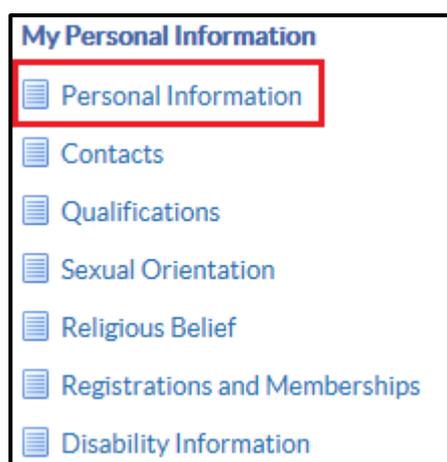
At any point you can return to the Navigator menu by selecting the **Home** icon from the blue menu ribbon at the top of the page