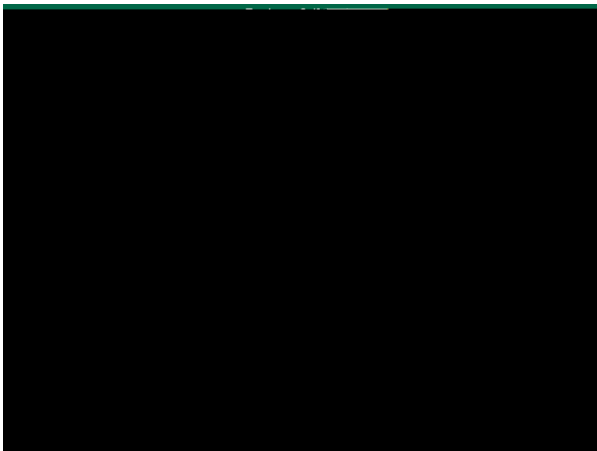
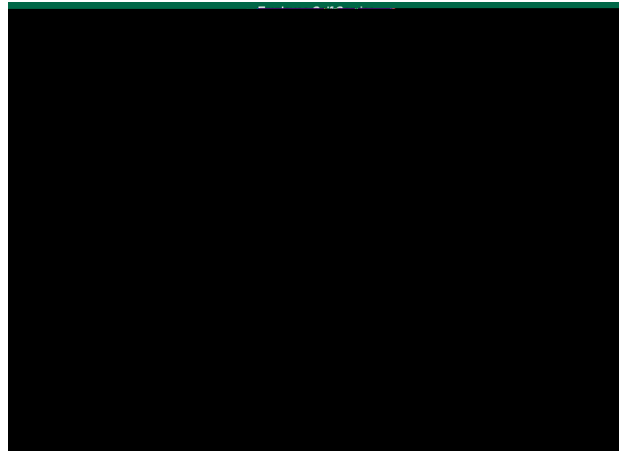


# Updating your address in GEMS Employee Self Service

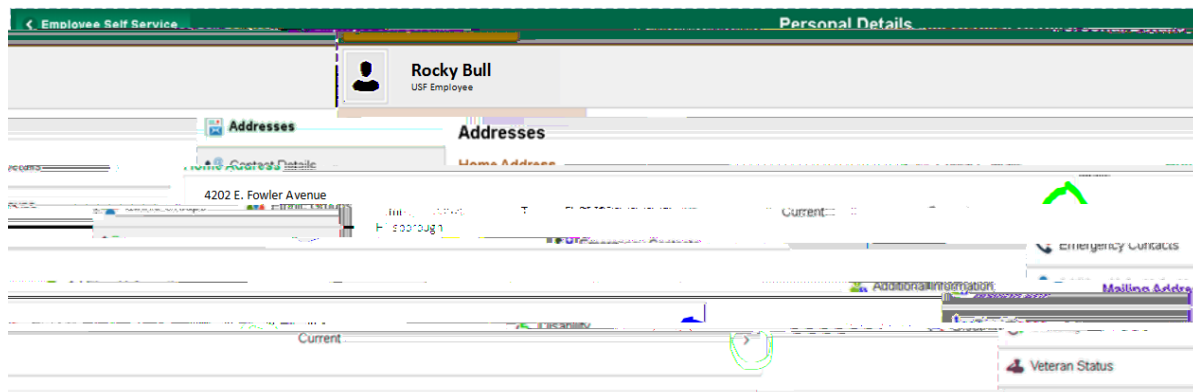
Step 1: Log into GEMS Employee Self Service



Step 2: Open the Personal Details section



Step 3: Address details should display. Select the address you would like to update.



Step 4: A new window will open to allow changes to be made. Once finished making changes, select "Save".

You will be taken back to the main Personal Details screen where additional changes can be made to other addresses or personal information.

