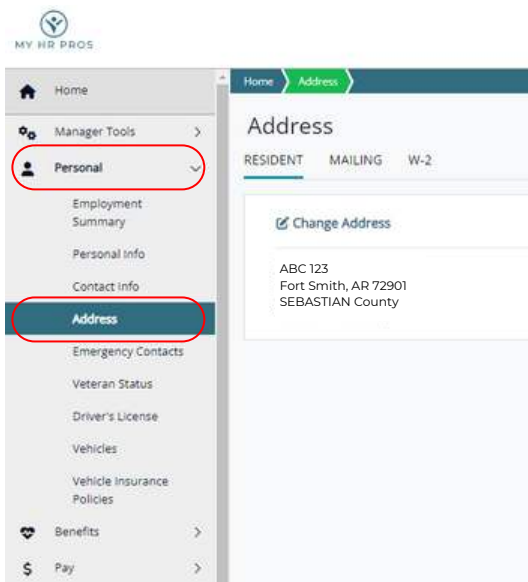


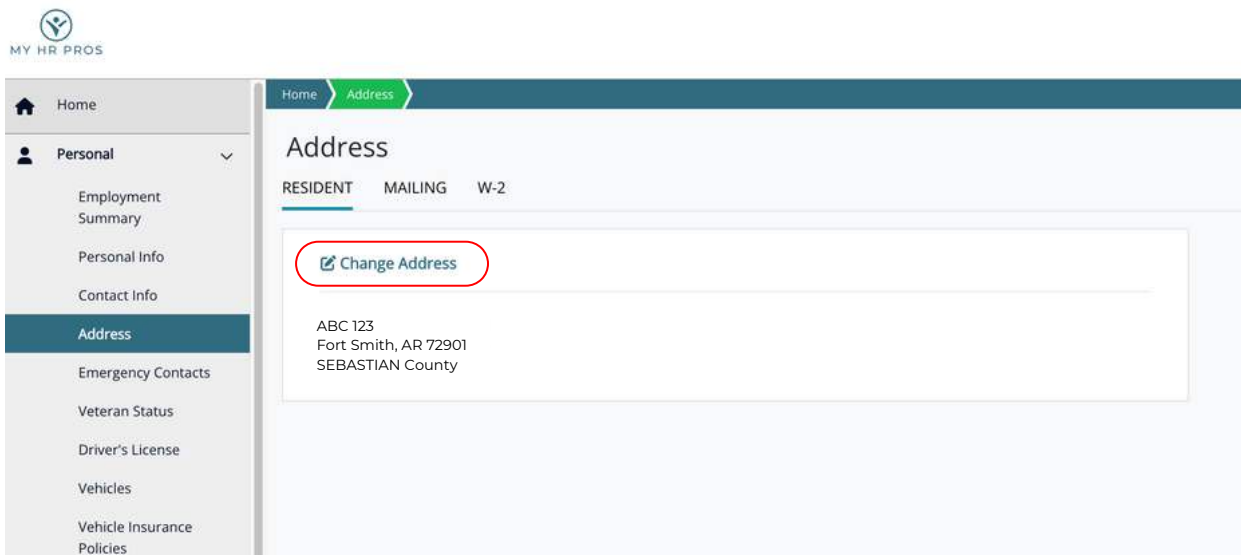
# MY HR DASHBOARD EMPLOYEE SELF SERVICE (ESS) PORTAL- ADDRESS CHANGE

My HR Dashboard ESS: <https://spm-ep.prismhr.com/#/auth/login>

- Login with your username and password.
- On the left-hand side of the screen select “Personal” then on the drop-down menu select “Address”



- Once selected, click on the “Change Address” link.



- Complete all required fields marked by an asterisk (\*). After doing so, click the “Verify Address” Button.

The screenshot shows the 'MY HR PROS' interface. On the left is a navigation menu with categories: Home, Manager Tools, Personal, Address (highlighted), Emergency Contacts, Veteran Status, Driver's License, Vehicles, Vehicle Insurance Policies, Benefits, Pay, and Documents. The main content area is titled 'Address' and has tabs for 'RESIDENT', 'MAILING', and 'W-2'. Below the tabs, it says 'Please enter your address.' There are three input fields: '\* Address Line 1', 'Address Line 2', and '\* Zip'. At the bottom, there are two buttons: 'Verify Address' (circled in red) and 'Cancel'.

- On the verify address screen, if everything looks correct, click the “Submit Change” button

The screenshot shows the 'MY HR PROS' interface. On the left is a navigation menu with categories: Home, Manager Tools, Personal, Address (highlighted), Emergency Contacts, Veteran Status, Driver's License, Vehicles, Vehicle Insurance Policies, and Benefits. The main content area is titled 'Address' and has tabs for 'RESIDENT', 'MAILING', and 'W-2'. Below the tabs, it says 'Please verify your address details.' There is a green message: 'Good news! We've found your address'. Below this, the address is displayed: 'ABC 123, Fort Smith, AR 72901, SEBASTIAN County'. At the bottom, there are two buttons: 'Submit Change' (circled in red) and 'No, I would like to enter a different address.'.