# Updating your address in GEMS Employee Self Service
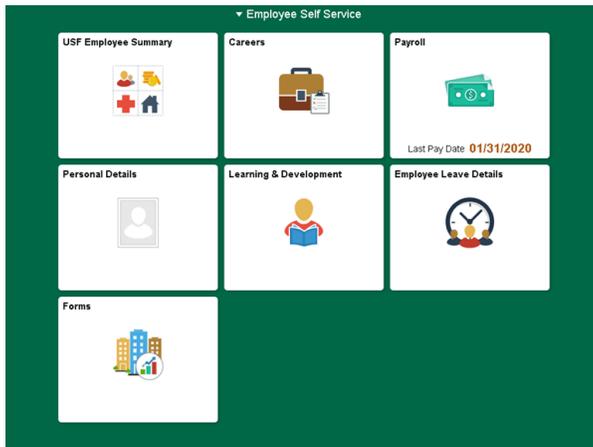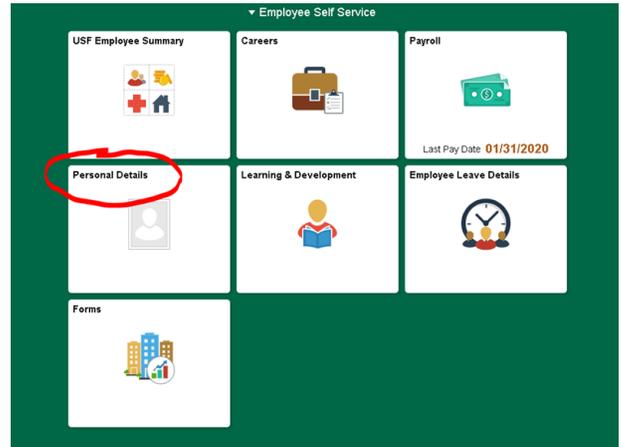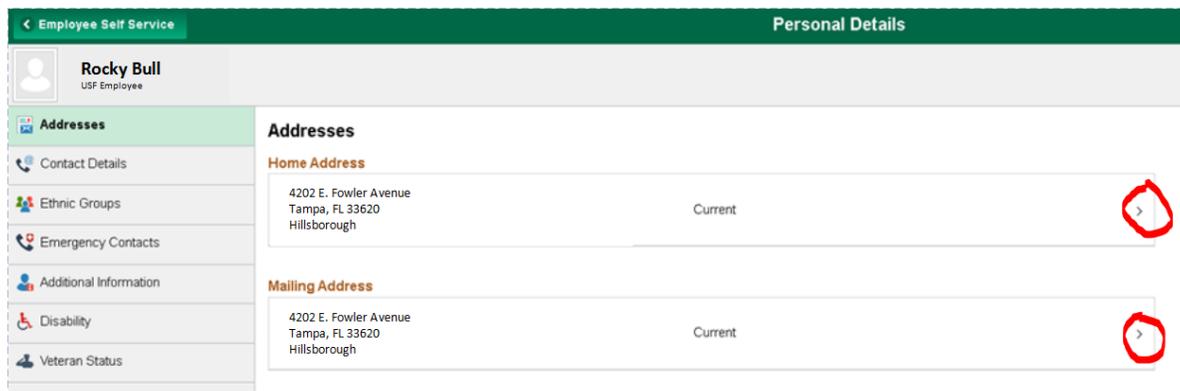
**Step 1: Log into GEMS Employee Self Service**

**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.**