## **ESS Update Spousal Email Address**

This quick reference guide provides steps for updating spousalemail address. The target audience for this guide is any Harris Health System employee.

If you need further assistance, contact HR at 713-566-MyHR.





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## **ESS Update Spousal Email Address** 4. Click on **Spouse** to see the details. Benefits Summary • K Life Events Dependent/Beneficiary Inf& > Dep nt/Beneficiary Inf Name Relationship Beneficiary Dep Benefits Enrollment Spouse ~ Renefit Statements . Child Affordable Care Act Child -~ ~ Update Individual Dependent/Beneficiary Information 5. A pop up message will appear and Cancel Sav you will see STOP. Click **OK**. Select S ill go into effect on Sep 29, 2021 Manish Pate STOP DO NOT TYPE OVER EXISTING DEPENDENT/BENEFICIARY INFORMATION UNLESS YOU ARE UPDATING OR CORRECTING THE DEPENDENTS NAME, DATE OF BIRTH OR SOCIAL SECURITY NUMBER. If a correction is needed, please make the change and click SAVE button If a correction is needed, please make the change and click SAVE button nting the existing dependent/beneficiary information with a NEW DEPENDENT/BENEFIC/ARY could result in either loss of coverage and/or Beneficiary loss of designation NOTE Oven indents/Beneficiaries, contact the Benefits Department at 713-566-6451. For assistance in adding, removing or changing De ОК \*Student No v "Disabled No -Update Indiv 6. Scroll down until you see Email effect on Sep 30, 2021. section. Click on Add Email . ame Same as mine Same as mine sal ID Type



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## ESS Update Spousal Email Address

7. A pop up screen will appear where you can add your spouse's email. Select an <b>Email Type</b> from the drop down menu. Select <b>Home</b> .	Email Address     Done       "Email Type     ~       "Email Address     ~       Delete     Delete
8. Click <b>Done</b> after you have entered an email address for your spouse.	Cancel       Email Address       Done         *Email Type       Home       •         *Email Address       sample@gmail.com         Delete       Delete
9. Review the email you entered. Click Save to complete your changes.	Imm Update Individual Dependent@inertitiony information     For the a dire pice scale for an Opendent dire y in a dire.     Immediate information     Immediate information



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## ESS Update Spousal Email Address



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