

MySCEmployee

powered by **SC EIS**

Change of Address

In the My Personal Info area, among other things, employees will be able to maintain:

- Permanent Residence
- Temporary Residence
- Mailing Address
- Three Emergency Contacts



1. Log into MySCEmployee at <https://myscemployee.sc.gov>, click the Employee Self Service tab (**Employee Self-Service**), then select My Personal Info from the submenu or from the body of the overview page.

2. From the My Personal Info main page, click the **Addresses and Emergency Contact Information** link to maintain this data.

Personal Information
[Addresses and Emergency Contact Information](#)
Manage your addresses and emergency contact information

3. A progress chart that walks employees through each step of the address change process is displayed at the top of the page. Step 1, Overview, displays an employee's current addresses and emergency contacts. To edit an existing record, click the appropriate **Edit** button.

Addresses

1 Overview 2 Edit 3 Review and Save 4 Confirmation

4. In this example, you can edit your permanent residence information by filling in the required fields, which are marked with a red asterisk (*).

Permanent Residence

C/O or Contact:
Street and House Number: 1010 Happy Lane
City: Columbia
State: SC
ZIP Code: 29210

Edit

5. After entering the required information, indicate whether the change is **Valid as of Today**, or if the change will be **Valid as of a Future Date**. Then click the **Review** button to review prior to saving the change.

C/O or Contact:
Street and House Number: * 1010 Happy Lane
Address Line 2:
City: * Columbia
County: * Richland
State: * South Carolina
ZIP Code: * 29210

Main / Primary Phone: 803 999-0111
Other / Secondary Phones: Mobile Phone 803 5551212
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Valid as of Today
 Valid as of Future Date

Review **Exit**