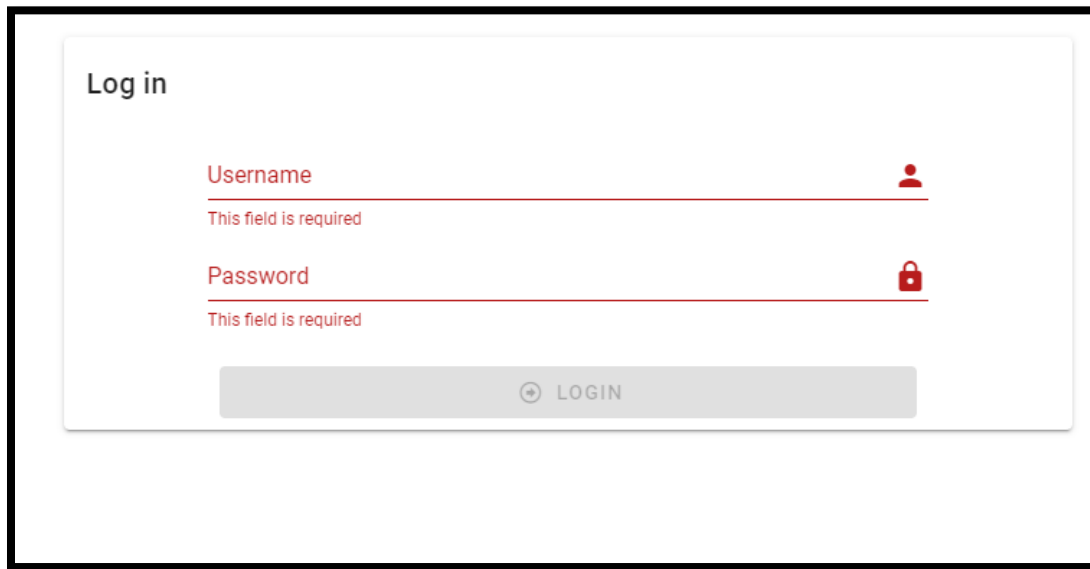


HOW TO UPDATE YOUR ADDRESS & PERSONAL INFO IN ESS

Step 1

Login to ESS/Employee Self Service

<https://ess.knighttrans.com/login>

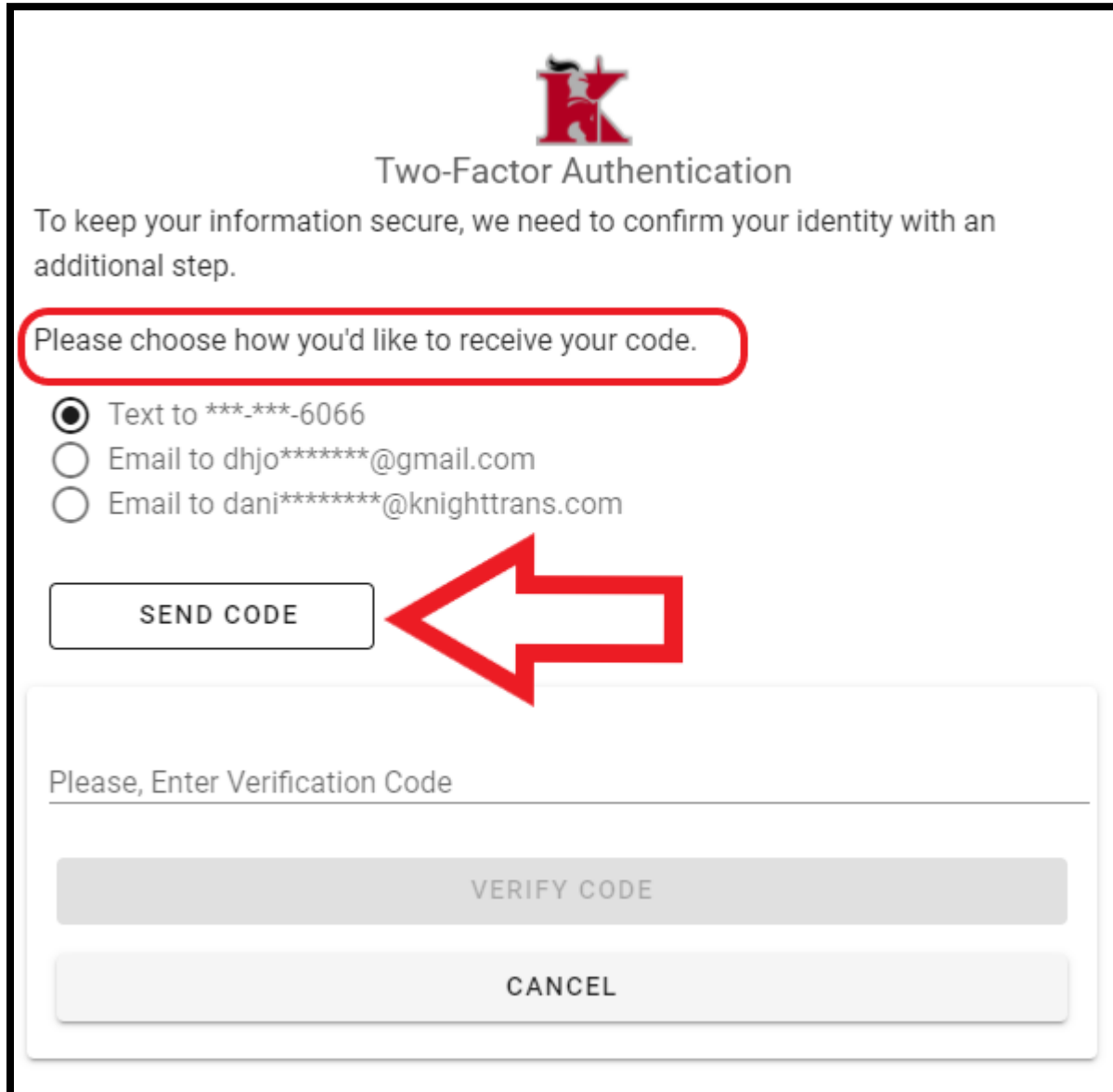


The screenshot shows a login form titled "Log in". It contains two input fields: "Username" and "Password". Both fields have a red underline and the text "This field is required" below them. To the right of the "Username" field is a red person icon, and to the right of the "Password" field is a red padlock icon. Below the input fields is a grey button with a right-pointing arrow and the text "LOGIN".

Drivers: Username & Password will be the same as the Driver Portal Login.

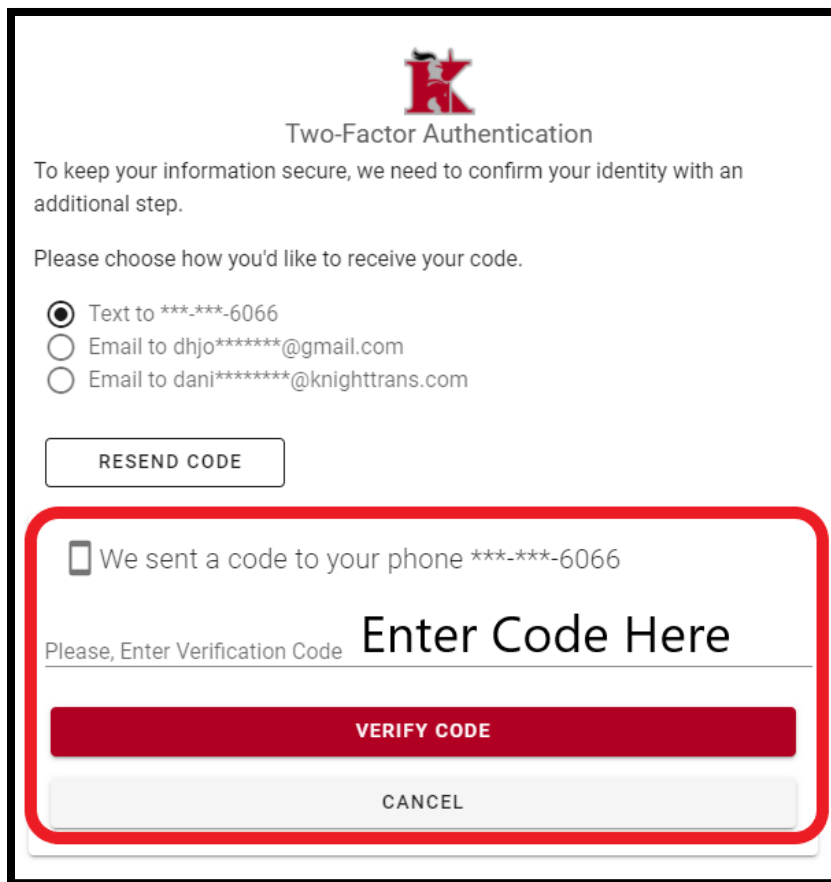
Step 2

Select where you would like the Verification Code, and click send.

A screenshot of a Two-Factor Authentication (2FA) interface. At the top is the Knight Transportation logo. Below it, the text reads 'Two-Factor Authentication' and 'To keep your information secure, we need to confirm your identity with an additional step.' A red rounded rectangle highlights the instruction 'Please choose how you'd like to receive your code.' Below this are three radio button options: 'Text to ***-***-6066' (selected), 'Email to dhjo*****@gmail.com', and 'Email to dani*****@knighttrans.com'. A red arrow points to the 'SEND CODE' button. Below the options is a text input field with the placeholder 'Please, Enter Verification Code'. At the bottom are two buttons: 'VERIFY CODE' and 'CANCEL'.**Step 3**

Verification code will be sent to selected choice. Type code on line "Please, Enter

Verification Code” and click the button “Verify Code.”

A screenshot of a two-factor authentication interface. At the top is the Knight Transportation logo. Below it, the text reads "Two-Factor Authentication" and "To keep your information secure, we need to confirm your identity with an additional step." The user is prompted to "Please choose how you'd like to receive your code." There are three radio button options: "Text to ***-***-6066" (which is selected), "Email to dhjo*****@gmail.com", and "Email to dani*****@knighttrans.com". A "RESEND CODE" button is located below the options. A red rounded rectangle highlights the bottom section of the screen, which contains a mobile phone icon and the text "We sent a code to your phone ***-***-6066". Below this is a text input field with the placeholder text "Please, Enter Verification Code" and the label "Enter Code Here". At the bottom of the highlighted area are two buttons: a red "VERIFY CODE" button and a grey "CANCEL" button.

Step 4

On Home Page, click “My Information”

Click "My Information"



Welcome to Employee Self Service



MY INFORMATION

DIRECT DEPOSIT


Step 5

Click "Add Mailing Address"

My information

Street	×	Apartment	City
State	▼	Zip Code	Phone Number
Marital Status	×	Personal Email	×

Click Add Mailing Address

Mailing Address (Optional)  Add Mailing Address

▶ SUBMIT

Click Accept

User Notice:

I acknowledge entering a mailing address will send pay statements to that address

Step 6

Enter Mailing Address information below.

*If mailing address is the same as the “My Information” on the top of the page, click “Same as Resident Address” button.

Mailing Address (Optional) Add Mailing Address

Same as Resident Address

Enter Mailing Address Info

Street <small>This field is required</small>	Apartment	City <small>This field is required</small>
State ARIZONA	Zip Code <small>This field is required</small>	

When done, click Submit

Once submitted, the Mailing Address will be saved.