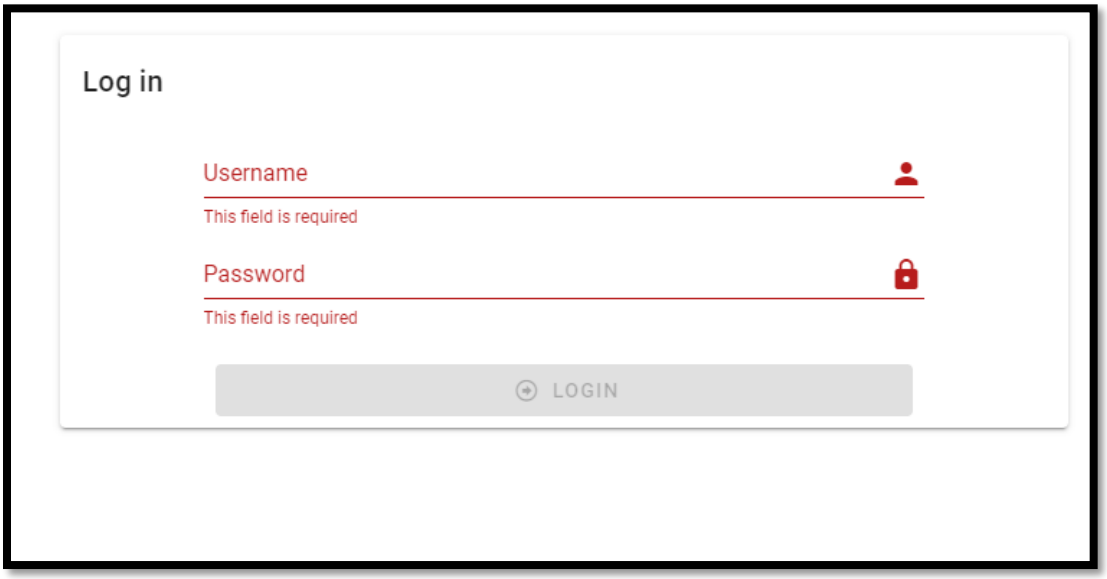
HOW TO UPDATE YOUR ADDRESS & PERSONAL INFO IN ESS

Step 1

Login to ESS/Employee Self Service

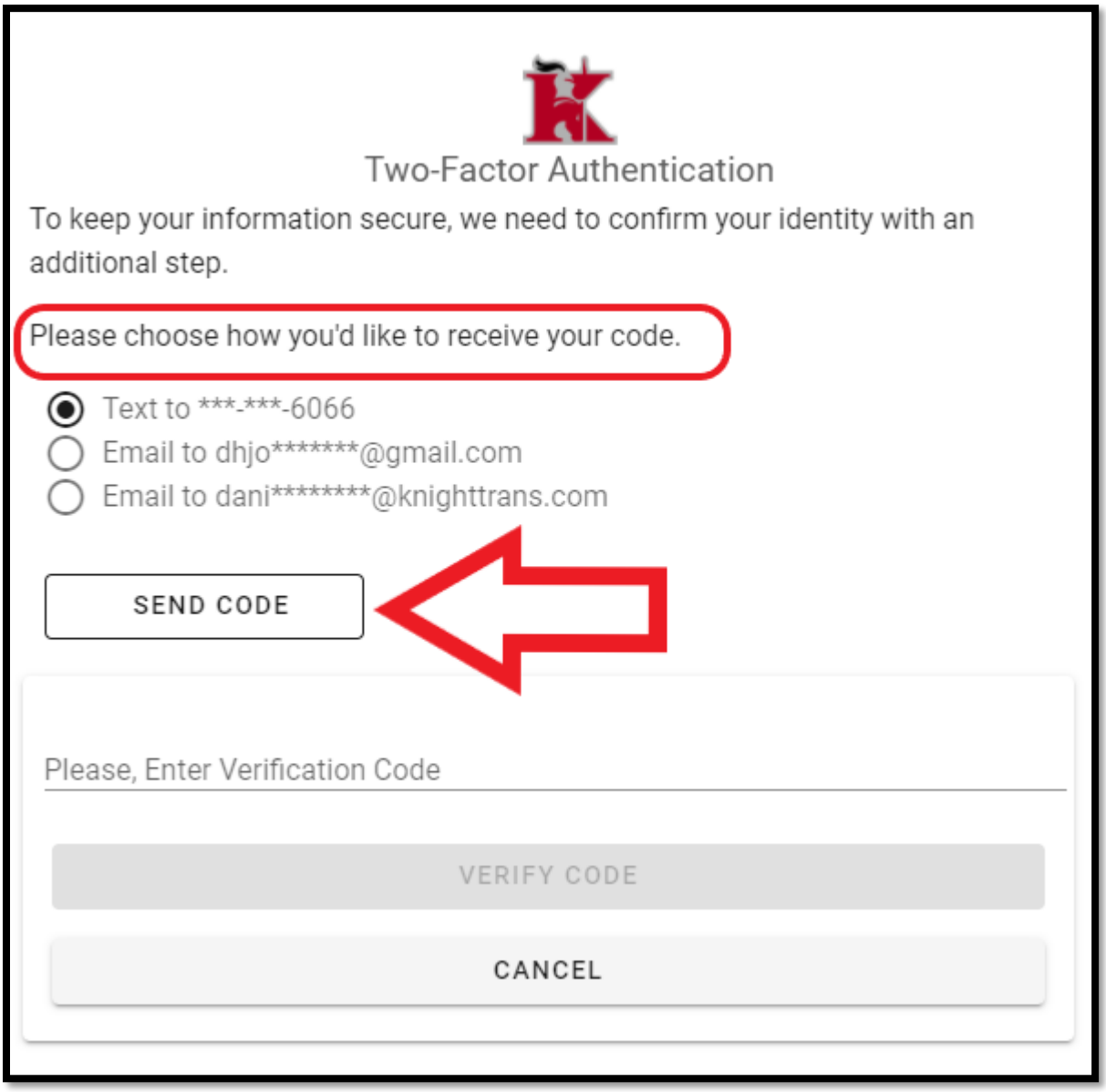
https://ess.knighttrans.com/login



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

Step 2

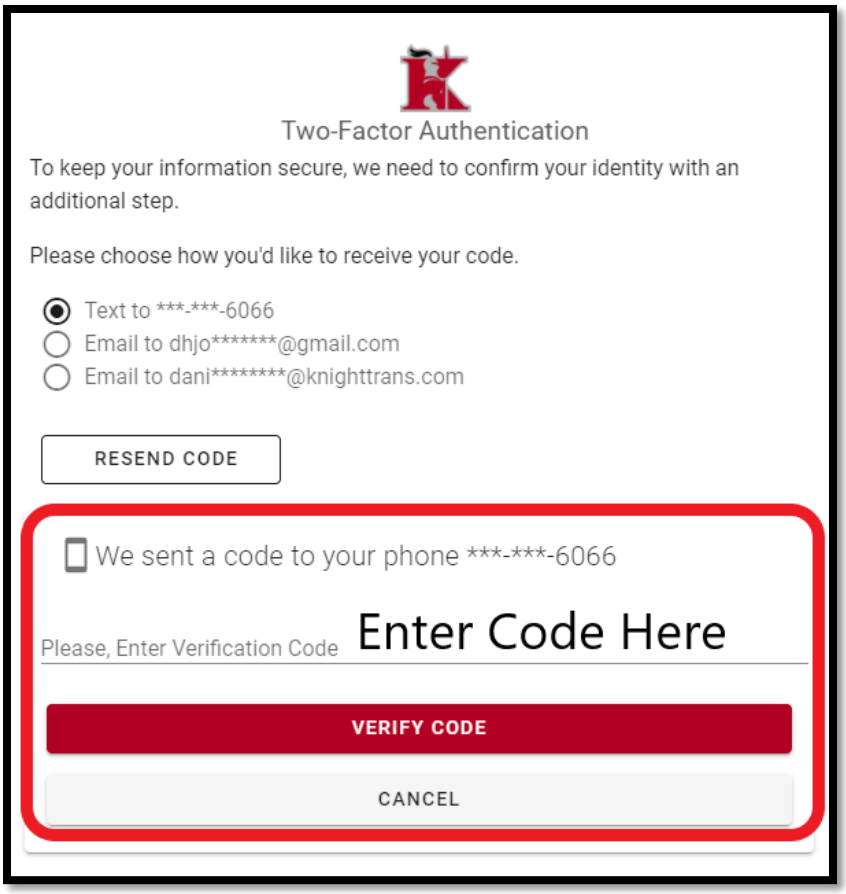
Select where you would like the Verification Code, and click send.



Step 3

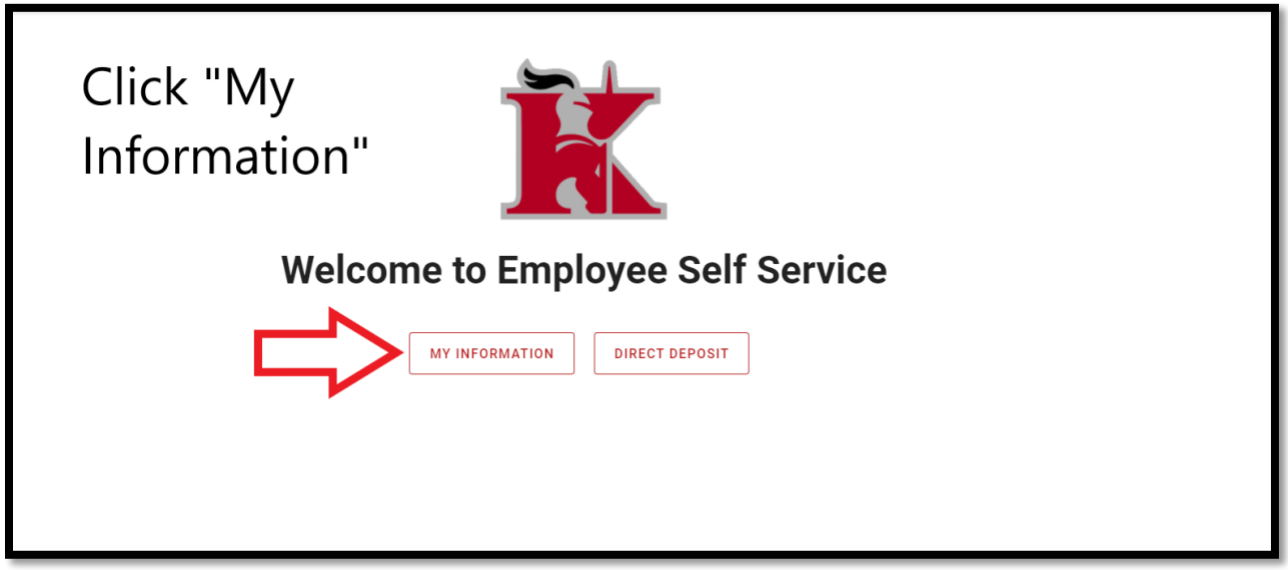
Verification code will be sent to selected choice. Type code on line “Please, Enter

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



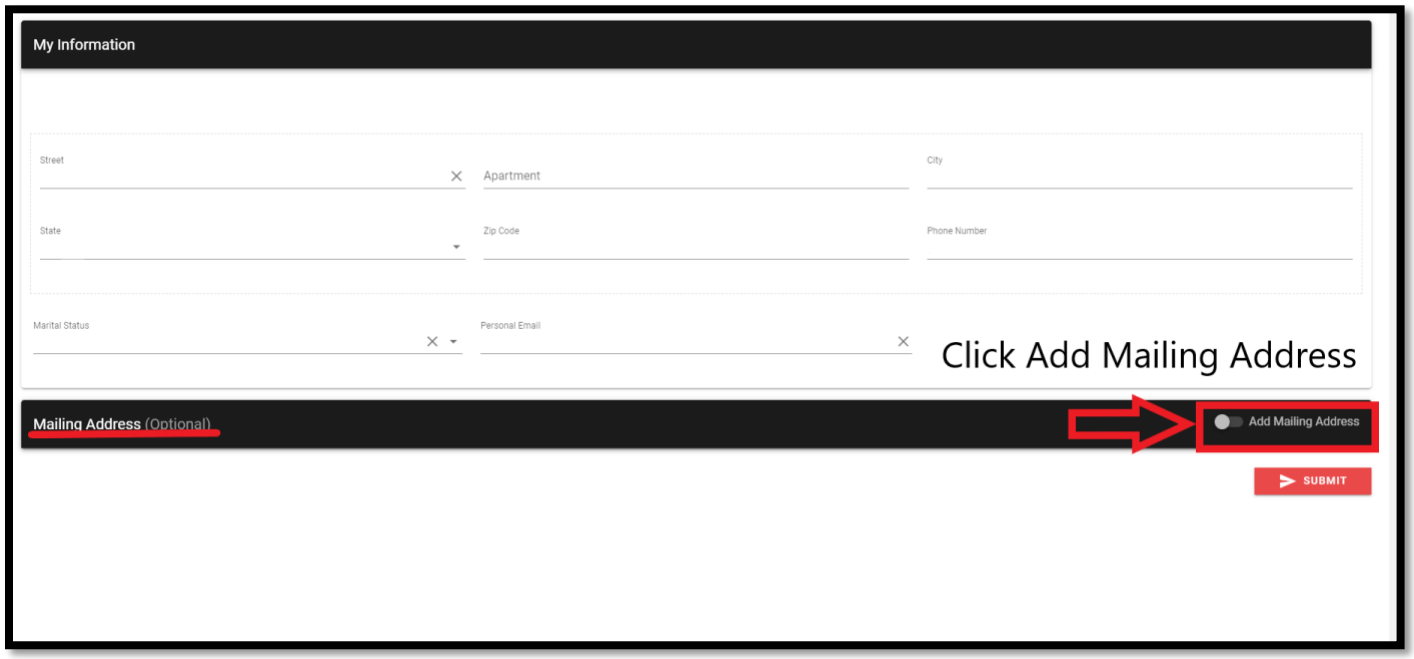
Step 4

On Home Page, click “My Information”

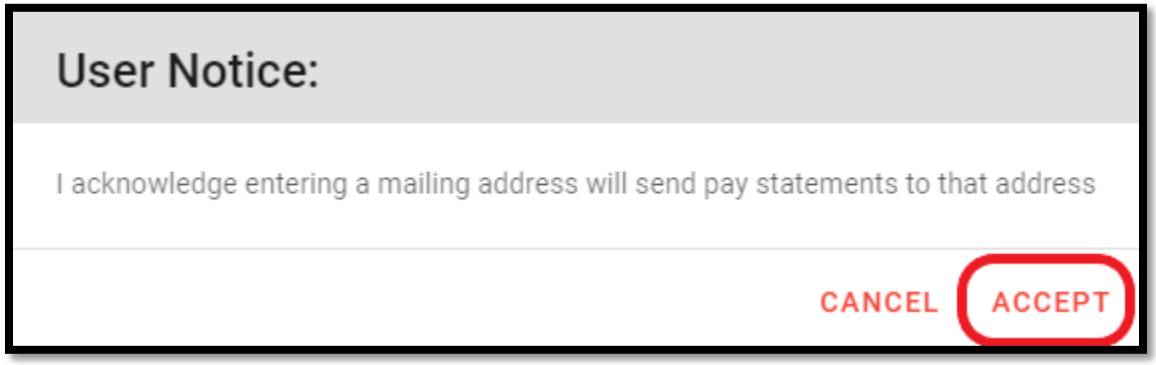


Step 5

Click “Add Mailing Address”



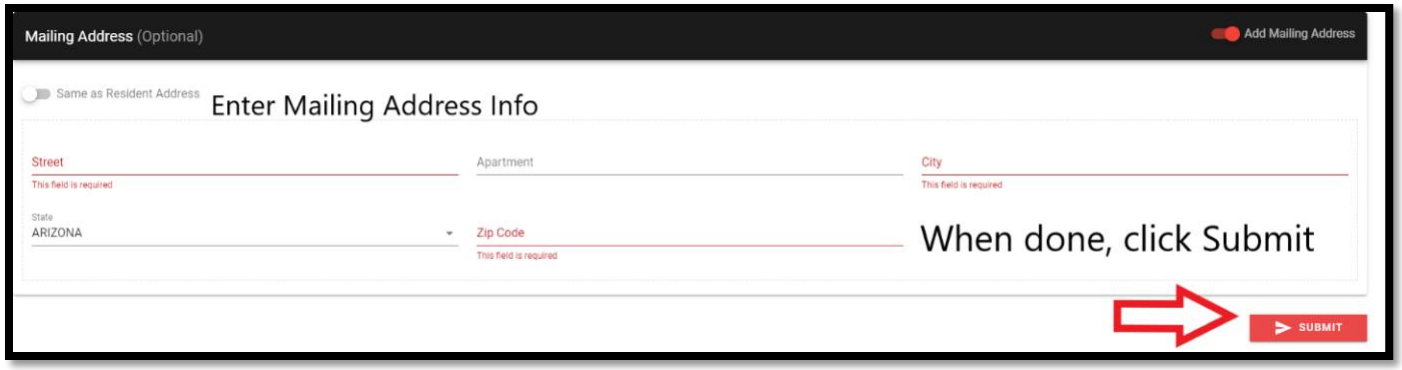
Click Accept



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.



Once submitted, the Mailing Address will be saved.