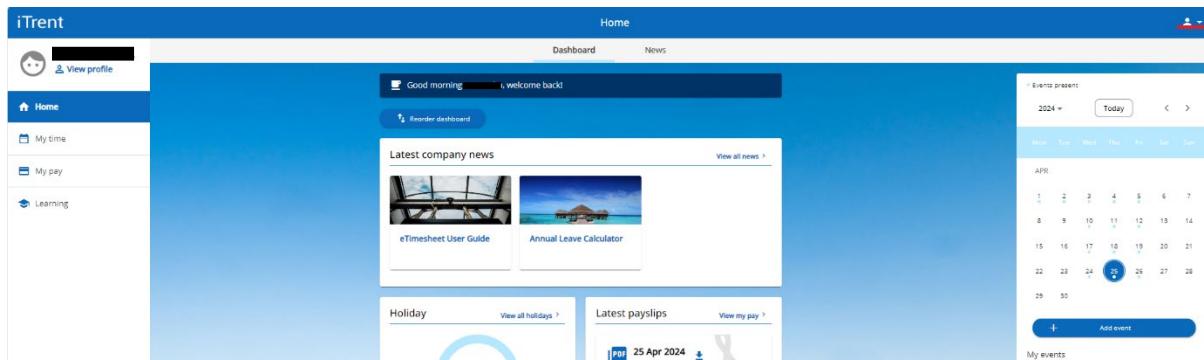


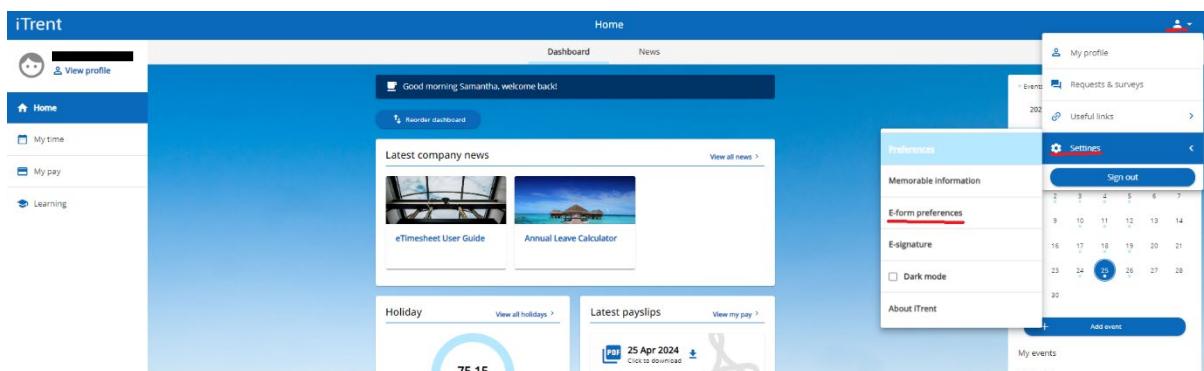
How to – use E-preferences to change your email address so that you can receive your Payroll documents by email

Please log in to ESS.

Click on the person icon in the top right corner.



From the drop-down menu, please click on 'Settings' and then 'E-form preferences'.



A pop-up box will appear in which you can tick whether you want to receive your payslips and P60 via email and an option to change your email address. You will have to confirm your password and click 'Save' to change your preferences.

