

ESS – Annual Enrollment Step 1: Personal Profile

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

The first step in Annual Enrollment is to review and confirm your personal information.

1. Navigate to Annual Enrollment, housed on the Benefits and Payment sub-tab.
2. Review your name, social security number, and address.
3. Click Edit Personal Profile if the address is incorrect.
 - If the information is correct, please skip to Step 2: Dependents

Open Enrollment: Step 1 of 8 (Personal Profile)

Previous Next Save **Edit Personal Profile**

1 Personal Profile 2 Dependents 3 Benefits Summary 4 Health Plans

You can review and edit your personal information by choosing the Edit Personal Profile button.

Personal Data

Full name: Norse Nancy
SSN: 123-10-0928

Addresses

Permanent residence

Street Name: 8765 Nunn Dr
City: highland heights
Telephone Number:
Valid To: 11/02/2015

Street Name: 8766 Nunn Dr
City: highland heights
Telephone Number:
Valid From: 11/03/2015

4. Click Edit to update address.

Personal Data

Full name: **Norse Nancy**
SSN: 123-10-0928

Addresses Add

Permanent residence

Street Name: 8765 Nunn Dr
City: highland heights
Telephone Number:
Valid To: 11/02/2015

Street Name: 8766 Nunn Dr
City: highland heights
Telephone Number:
Valid From: 11/03/2015

- Update required field(s).
- Click Save and Back to continue

Edit Permanent residence

Close Save and Back Save Cancel

* Country: USA

Address

* House Number And Street: 8766 Nunn Dr

Second Address Line: Apt 4

* City: Highland hHights

County:

* State: Kentucky

* ZIP Code: 41099

Telephone:

- The updated address will display
- A confirmation message will display
- Click Close

Personal Profile

Close

Data saved successfully

▼ **Personal Data**

Full name: **Norse Nancy**

SSN: 123-10-0928

▼ **Addresses**

Permanent residence

Street Name: 8766 Nunn Dr

City: Highland hHights

Telephone Number:

Valid From: Today

5. Click Next to proceed to Step 2: Dependents.

Open Enrollment: Step 1 of 8 (Personal Profile)

Previous **Next** Save | Edit Personal Profile

1 2 3
Personal Profile Dependents Benefits Summary

You can review and edit your personal information by choosing the Edit

Personal Data

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