Instructions for Employee Change of Address Form on Etrieve

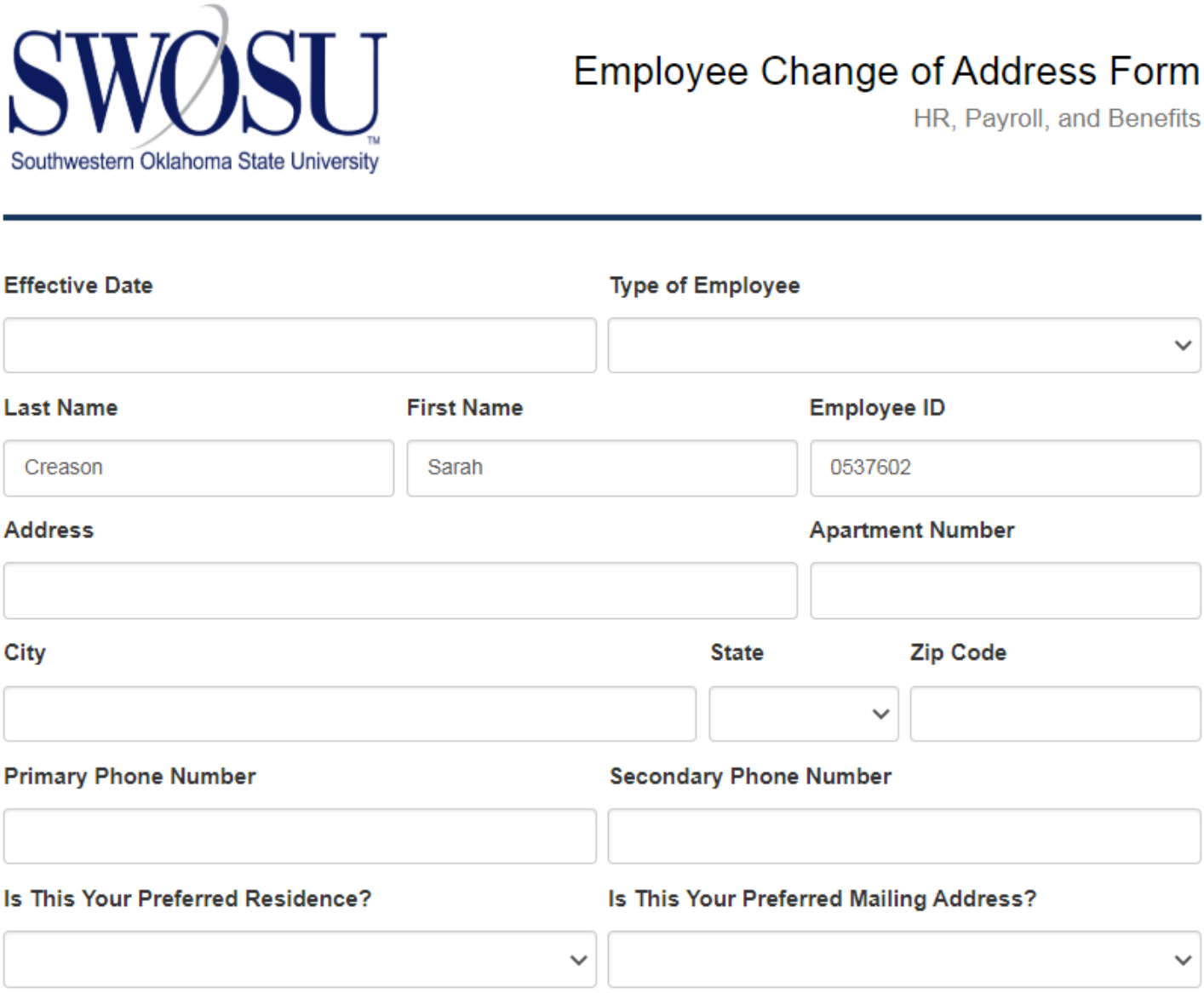
Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Employee Change of Address Form under the Human Resources section

Step 5: Complete the form



Step 6: When the form is complete, click “Submit”.