



HOW TO UPDATE YOUR CONTACT INFORMATION: A HELPFUL STEP-BY-STEP GUIDE

Please note that if you make any changes and are enrolled in benefits, the benefit administration division will update the carriers for you.

1

ESS LOGIN

Please Visit:
[City of Pasadena Employee Self Service](#)

- Your username for your initial login will be your employee ID.
- Your password is the last 4 digits of your social security number.
- If you are unable to access your account, please contact the Payroll Department at (626)744-6669 or via email at Finance-Payrollcityofpasadena.net.

2

Click on Personal Information

After you log in, click on “Personal Information” using the menu on the left-hand side and update the fields that need to be updated. The changes are in real-time.

3

Edit Contact

Click on “Contact”

Edit Contact Information

4

After you click on contact, you’ll see the following contact fields for you to edit. You can click on the hyperlinks to “edit” or “delete.” After editing your emergency contact, please ensure both your home address and mailing address are correct.

5

SAVE

Once you complete your changes, you click on save and then you’re done.