

### View and Update Personal Information

The Link is accessible through the Scotland County Website, How Do I...Employee Self- Serve

URL: <https://scotlandcountyncemployees.munisselfservice.com/default.aspx>

### Welcome Page



Select the "Log In" icon in upper right corner

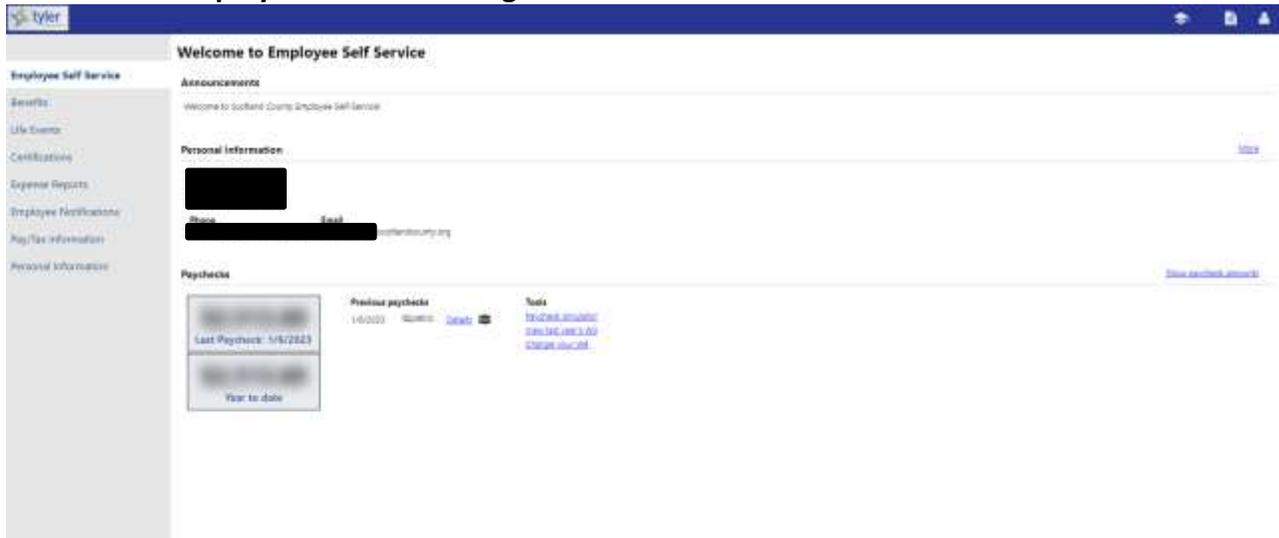


### Login Page

A screenshot of the "Login Page" for the "Scotland County, NC Self Service" portal. The page has a dark blue header with the "tyler" logo on the left. Below the header, there is a "Home" link and a "Login" section. The "Login" section contains two input fields: "Username" and "Password". Below the "Username" field is a link that says "Forgot your username?". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the "Login" section is a dark grey button with the text "Log in".

Input Username and Password

## Welcome to Employee Self Service Page



Select the Personal Information from the left menu.

## Personal Information

**General** Demographics Contact Dependents Skills Tax form delivery

Current information will display for each tab.

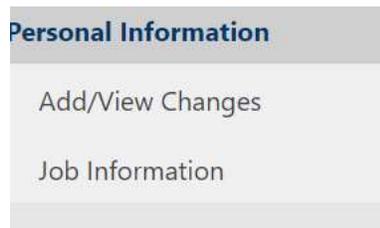
Select hyperlink "Edit" to make changes under these tabs.

## Address/Phone/Name Changes

Address, Phone and Name Changes require a Personnel Action.

Select Personal Information from the left menu.

This opens the option for Add/View Changes



Select Add/View Changes

## Profile Changes Page



Home

Employee Self Service

Benefits

Life Events

Certifications

Expense Reports

Employee Notifications

Pay/Tax Information

### Personal Information

**Add/View Changes**

Job Information

## Profile Changes

### Recent actions in process



+

Add an action

Click on "Add an action"

- Home
- Employee Self Service
- Benefits
- Life Events
- Certifications
- Expense Reports
- Employee Notifications
- Pay/Tax Information

### Profile Changes

Recent actions in process



**Back**



**OTHER**

Select "Other"

### Profile Changes

Recent actions in process



**Back**

**ADDITIONAL PHONE**

**ADDRESS CHANGE**

**NAME CHANGE**

Select the Personnel Action for the necessary change.  
Complete the new information and "Submit"

**NOTE: Name Changes will require an attachment that shows the new legal name.**

### Additional Phone

All phone numbers on file will be visible.

- Update existing number
- "Add another telephone number"
- Submit

Primary

Type\*  
CELL PHONE

Number\*  
  
*required format (999) 999-9999*

Comment

Unlisted

Text Opt-In

Submit

+  
Add another  
telephone number

### Address Change

Current Address on file will be visible

- Update information
- Submit

[Back](#)

### ADDRESS CHANGE

Please modify the fields below as needed to complete the home address change.

Line 1\*

Line 2

City\*

State\*

ZIP\*

### Name Change

Current name on file will be visible

- Update information
- Attached documentation showing the new legal name
- Submit

Back

Submit action

### NAME CHANGE

Please modify the fields below as needed to complete the employee name change. Required fields will be indicated with a red asterisk.

First Name\*

Middle Name

Last Name\*

Suffix

### Attachments

Choose File No file chosen

Submit

The back out of the action screens, select the Back link in the blue banner.



Back

### NAME CHANGE