When do you go online to use Employee Self Service?

When you want to access:

**eProfile**

- **Personal Information Summary**
  - To update personal demographic information
- **Personal Phone Numbers**
  - To update your various phone numbers
- **Home Contact Information**
  - To change your address
- **Emergency Contacts**
  - To edit your emergency contacts

**eBenefits**

- To review your current benefits summary and enrollment
- To make changes to your benefit elections when your personal relationship status changes, when you give birth or adopt a child, or experience other life events
- To make or change Supplemental Retirement Account (SRA) elections
- To enroll eligible dependents in the tuition assistance program
- To designate or change your life insurance beneficiary(ies)

To get started, go to eProfile.osu.edu