

Please logon and add your e-mail address.

1. Logon to ESS <http://www.da.ks.gov/ps/subject/ssc/>
2. From the column on the left select "UPDATE MY PROFILE"
3. Add your e-mail address to the appropriate fields
4. Click the SAVE button

Let me know if you have any problems.

The screenshot displays the 'General Profile Information' page for Jane Doe. It features a 'Password' section with a 'Change password' link and a 'Change or set up forgotten password help' link. Below this is an 'Email' section with a table. The table has columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The 'Email Address' column contains the text 'janedoe@kscourts.org'. A 'Save' button is located at the bottom left of the form. Red boxes highlight the 'Email Address' field and the 'Save' button.

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	janedoe@kscourts.org