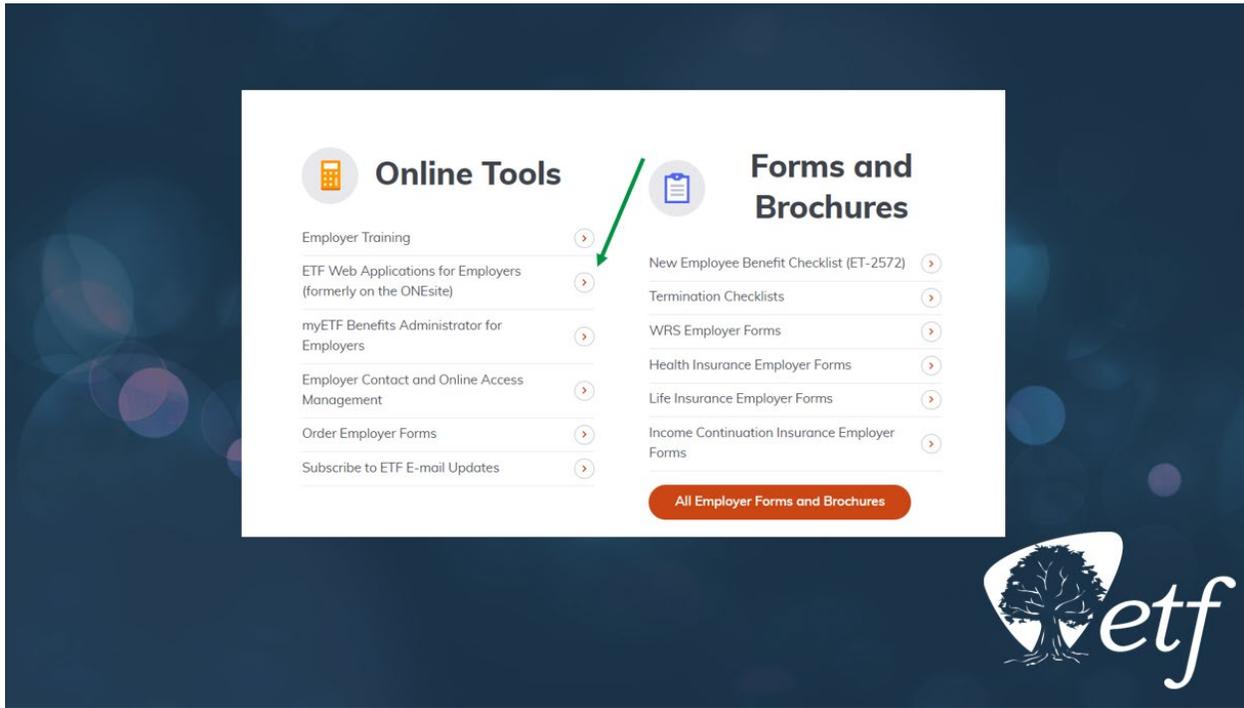
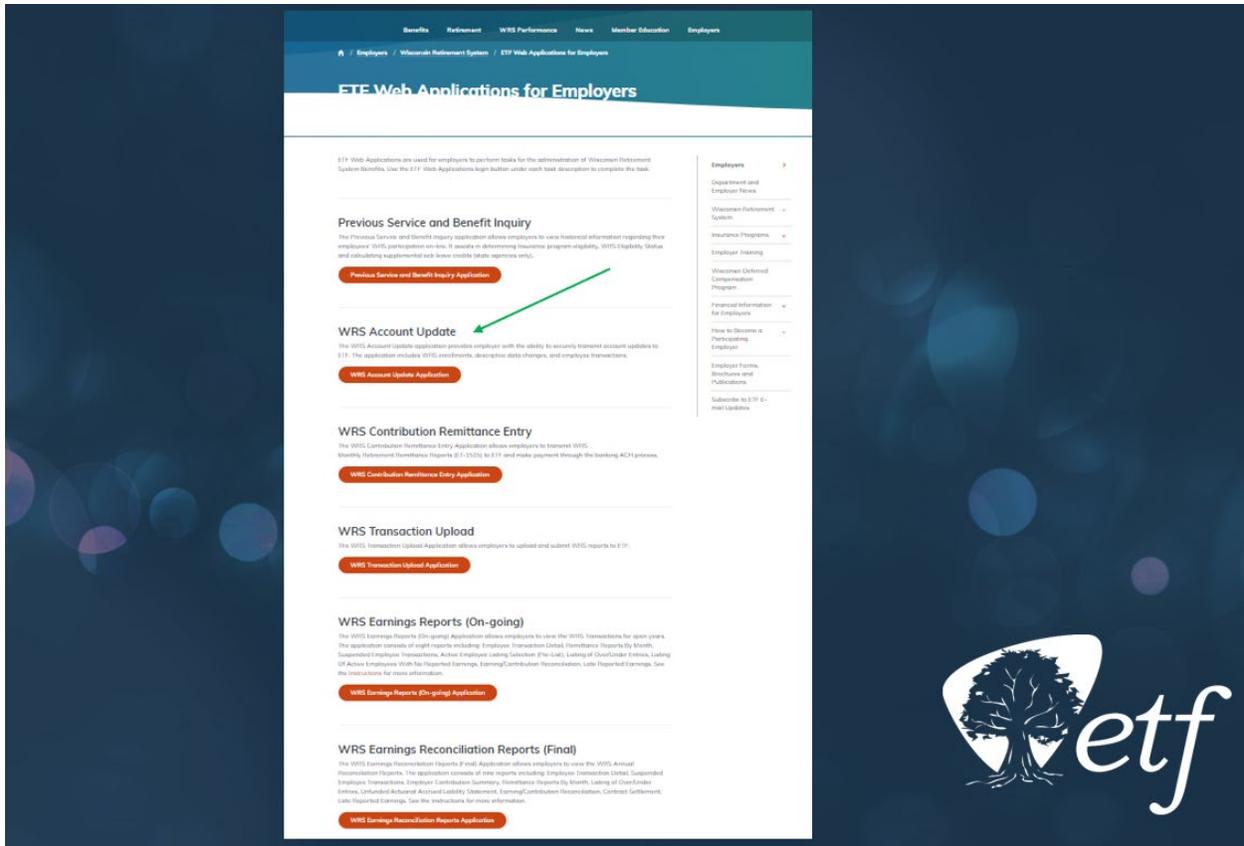


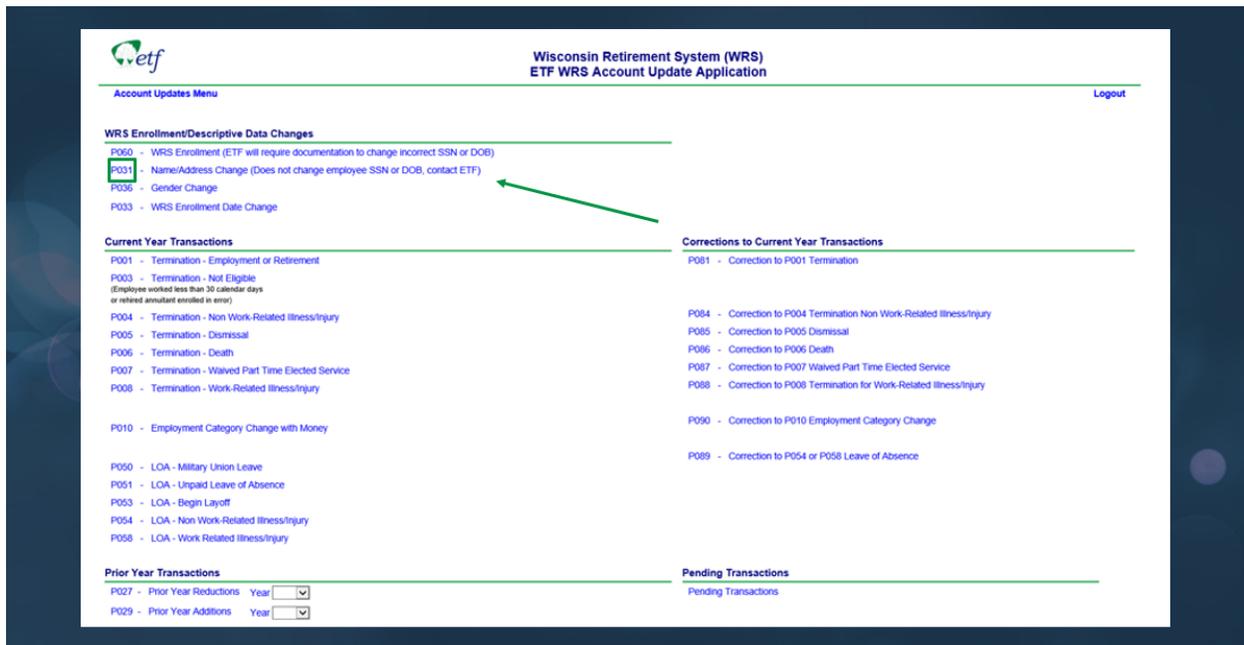
Navigate to <https://etf.wi.gov/employers> and scroll down to the *Online Tools* section. Click on *ETF Web Applications for Employers*.



Once on the *ETF Web Applications for Employers* page, select the *WRS Account Update* application.

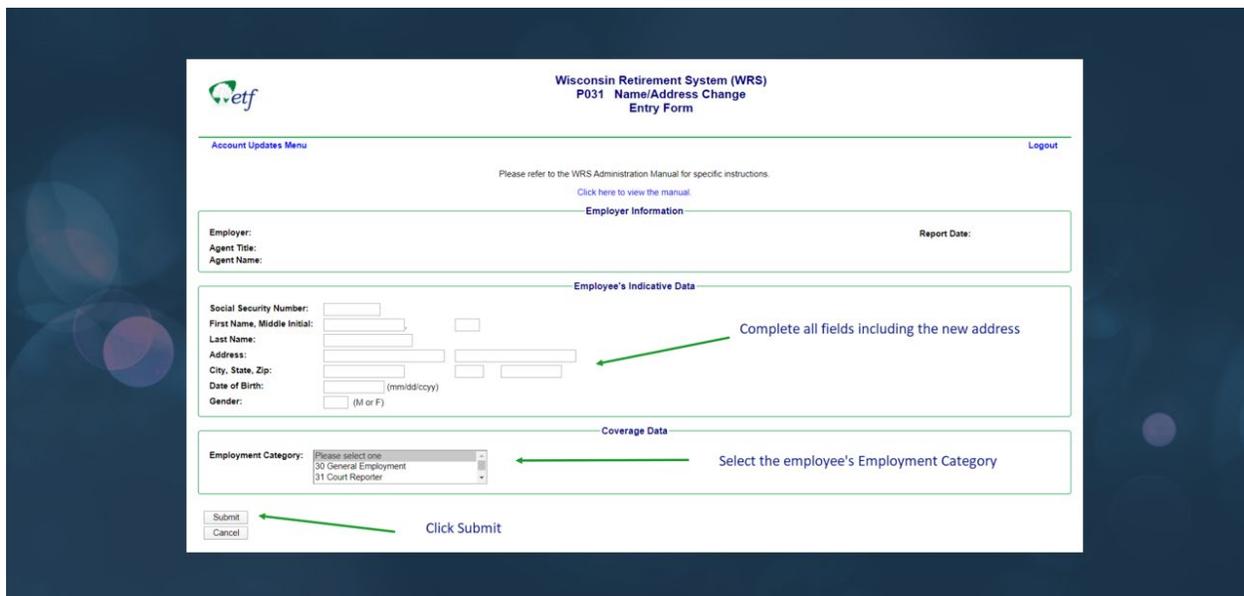


Once in the *WRS Account Update* application, select *P031 – Name/Address Change*.



P031

Complete the entry and submit the transaction.



P031

After overnight processing, navigate back to the Active Employee Listing, Export to Excel, and verify the address has been updated successfully.