



**Warren County
Educational Service Center**

Change of Address Procedures

www.ohsers.org

(Classified Retirement System)

1. Member
2. Search our sight - Type in change address
3. Click on Member Change Address
4. Enter old and new address and submit

<https://www.strsoh.org/> **(Certified Retirement System)**

1. Online Resources
2. Change Address
3. Complete and submit

<https://epc-online.benelogic.com>

(Health, Dental, Life)

1. Enter username and password-
 - a. Username first initial last name all lower case last four of SS# (jsmith1234)
 - b. Password- last four of SS#
 - c. Make A Change
 - d. Other
 - e. Data Correction
 - f. Date - Next
 - g. Edit Employee Information
 - h. Change
 - i. Next
 - j. Submit

Send email notice to the following WCESC staff:

Laura.Ford@WarrenCountyESC.com

(ESC Payroll)

Katie.Zimmerman@WarrenCountyESC.com

(COG Payroll)

Karla.Dunlap@WarrenCountyESC.com

(GOVS Payroll)

Julie.Blackburn@WarrenCountyESC.com

(SWOCOG Substitute Payroll)

Pam.Tone@WarrenCountyESC.com

(Superintendent's Office)

Joyce.Roe@WarrenCountyESC.com

(Accounts Payable) Reimbursement (mileage, phone, professional development, etc.)

Dawn.Schroeder@WarrenCountyESC.com

(Human Resources - ESC Employees)

Dee.Wilms@WarrenCountyESC.com

(Human Resources - COG Employees)