Update Mailing Address

Execute the following steps to add or modify your contact information, such as email address, telephone number, and home and mailing address(es).

1. On your profile page, select the **Actions** button, then **Personal Data**, and then **Change Contact Information**.

   **Note:** You can also enter **Change My Contact Information** into the **Search** field at the top of the page, and then select **Change My Contact Information – Task**.
2. On the Change Contact Information page, select the Edit (pencil) icon to update your mailing address, or select the Add button to add a new mailing. (Do not add 2 mailing addresses).

   **Note**: A change to your home address may result in a change to your benefits coverage. Hence, we wouldn’t recommend changing your home address.

3. Make sure to choose Mailing under the Usage field.

4. After making the changes, select the Submit button.

5. Select the Done button to finalize the changes.
6. After the process has been completed, select on **Contact** in the blue ribbon on the left side. Make sure the address is accurate and the box next to it specifies **Mailing**. Also ensure that you have only one mailing address saved.