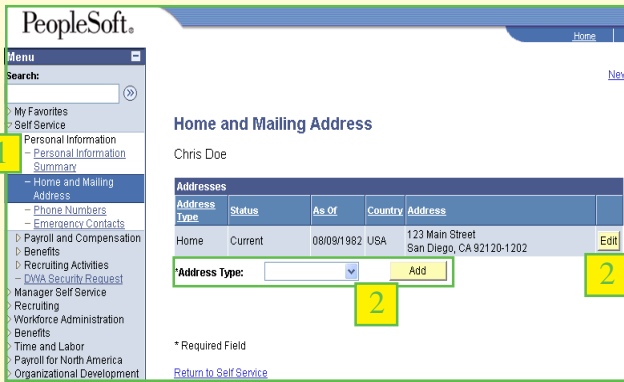


# How to Add/Edit Home and Mailing Addresses



1. Navigate to: *Self Service > Personal Information > Home and Mailing Address*
2. To add a new home or mailing address, select an address type from the drop-down box, click the **Add** button, and go to **Section I**.

OR

To edit your home or mailing address, click the **Edit** button and go to **Section II**.

*NOTE: You can only add a home or mailing address one time. After that, you can only edit each of the addresses.*

## I. Adding a Home or Mailing Address

- a. Enter the **Address, City, State, Postal** and **County**.

*NOTE: Please enter apartment number in the Address 2 field.*

- b. Enter the **Date** the change will take effect.
- c. Click the **Save** button.

- d. Click the **OK** button.

## II. Editing Your Home or Mailing Address

- a. Edit the **Address, City, State, Postal** and **County**.

*NOTE: Please enter apartment number in the Address 2 field.*

- b. Enter the **Date** the change will take effect.
- c. Click the **Save** button.

- d. Click the **OK** button.