## Add/Edit Physical or Mailing Addresses

This process enables you to add or change your physical and/or mailing addresses.

**Audience:** All

**Walkthroughs:**
- 1.0 Navigation Path
- 2.0 Add new address
- 3.0 Edit Existing address

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<th>Process Step &amp; Description</th>
<th>Action</th>
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<tr>
<td><strong>1.0 Navigation Path</strong></td>
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### Getting Started

➢ **Navigation Path**
   - Me > Contact Info

From the home screen:

- Click on "Me" to see all Employee Self-Service applications.
- Click on the “Contact Info” Icon.
Add New Address

From the “Contact Info” screen, scroll down to the “Address” section.

- Click on the “add” button.

- Select the address “Type.”

- Add “Start Date.”
● Type in the new address.

![Address input field]

● Type in the “Zip Code” and select the zip code from the search results.
  ○ This will auto-populate the “City,” “State,” and “County.”

![Address input field]

● Click “Submit.”

![Submit button]

● Done.
  Note: Your new address is being submitted for approval.
Edit Existing Address

From the “Contact Info” screen, scroll down to the “Address” section.

- Click on the “Pencil” icon to edit.

- Select the effective start date of the change and make the necessary edits to the address. *Note: You cannot change the address “Type.” If this is a new type, you need to “add a new address” and not “edit an existing.”

- Click “Submit” or “Delete”.

- Done. *Note: Your new address is being submitted for approval.*