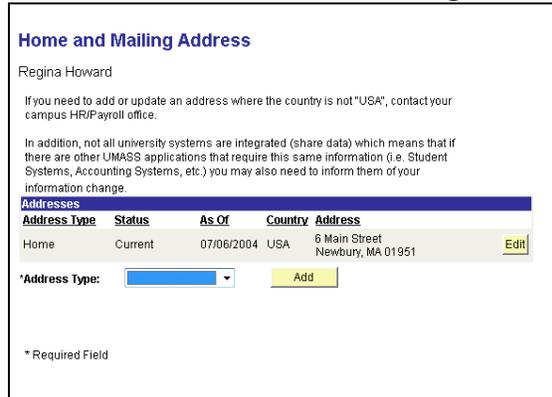# HR Direct – Maintaining Home and Mailing Addresses

**1.** Navigate to **Self Service>Personal Information>Home and Mailing Address**.

Note: Use the **Home and Mailing Address** page to view a list of all current and future (pending) addresses. Note the message at the top of the page explaining that you should contact your campus HR/Payroll office to update an address that is not in the USA.

Additionally, you may need to contact other offices about address changes since not all university systems share data.

2. If you need to **EDIT** the addresses listed, click the **Edit** button next to the address to be changed and proceed to step 5.

3. If you need to **ADD** a mailing address, Click the **Address Type** list and choose Mailing type.

4. Click the **Add** button.
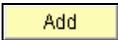
Note: If editing, the existing address will default into the fields.

5. Use the **Edit/Add Home Address** page to enter new information for your address.
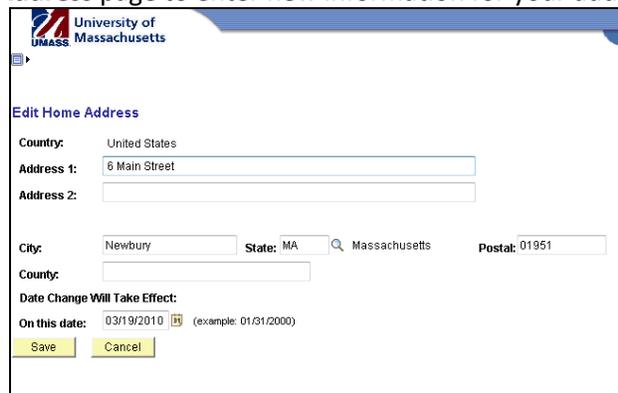
6.   Enter the desired information into the **Address 1** field.

7.   Enter the desired information into the **State** field, if it remains the same, skip to zip.

8.   Enter the desired information into the **Postal** field.

9.   You can enter a future date or leave the current date in the **On this date** field.
Entering a past date will result in an error message.

10.   Click the **Save** button.
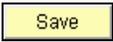
Save

11.   On the **Save Confirmation** page, click the **OK** button.

OK

12.   On the **Home and Mailing Address** page, review your changes/additions to confirm it is correct.

NOTE: Unless otherwise specified, your home address is considered your mailing address.

13.   Click the **Save** button.

Save

14.   Click the **OK** button.

OK

15.   Congratulations! You've successfully updated your home and mailing address information.