

## How to Change Your Address

## Log into the Hawaii Information Portal through https://myuh.hawaii.edu/

To enter or update your address Information, click on the Employee Profile menu tile.



HAWAII Information Portal	▼ Employee Self Service	♠ ९ ٣ ≡ 🥑
Direct Deposit	Pay Statements and Taxes	Employee Profile
	Last Pay Date 08/04/2017	

Addresses

The information page will open. There you will see the detail lines of your **Home** and **Mailing** address information. Note: You must have a home address, it is required as this is the address printed on your pay statement and W-2. Your mailing address is *optional*.

	< Employee Self-Service	Personal Details		٢
	Jane Aloha Environmental Health Spclt III			
<	Addresses	Addresses		
0	Contacts	Home Address		
		123 Aloha Street Honolulu, HI 96816		>
		Mailing		
		No data exists. Add Mailing Address		

To update the Home address, click anywhere on the **Home** address line. A pop-up window will appear. Enter or update your **Home** address information within the fields then click Save.

Home Address		
123 Aloha Street Honolulu, HI 96816	Curren	ent >
Cancel	Address	Save
Change As O Address Type Country Address 1 Address 2 Address 3	This payroll address will be used only as your address displayed on your pay statements and for official W2 purposes.  10/24/2018  Home United States  123 Aloha Street	
City	Honolulu	
State	Hawaii Q	
Posta	96816	
County		



Add Mailing Address

To enter a mailing address, click on the **mailing** address button to open the mailing address information fields. Enter or update your **mailing** address information within the fields, then click save.

*Please note:	If you have no mailing address, you may leave blank.
Mailing	



Cancel		Address		Save
	Change As Of	10/24/2018		
	Address Type	Mailing		_
	Country	United States	Q	
	Address 1			
	Address 2			
	Address 3			
	City			_
	State		Q	
	Postal			
	County			
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## To log off system:

 $_{\circ}$  To log off Click on the Action Menu



• Click on the Sign Out link

