

How to Change Your Address

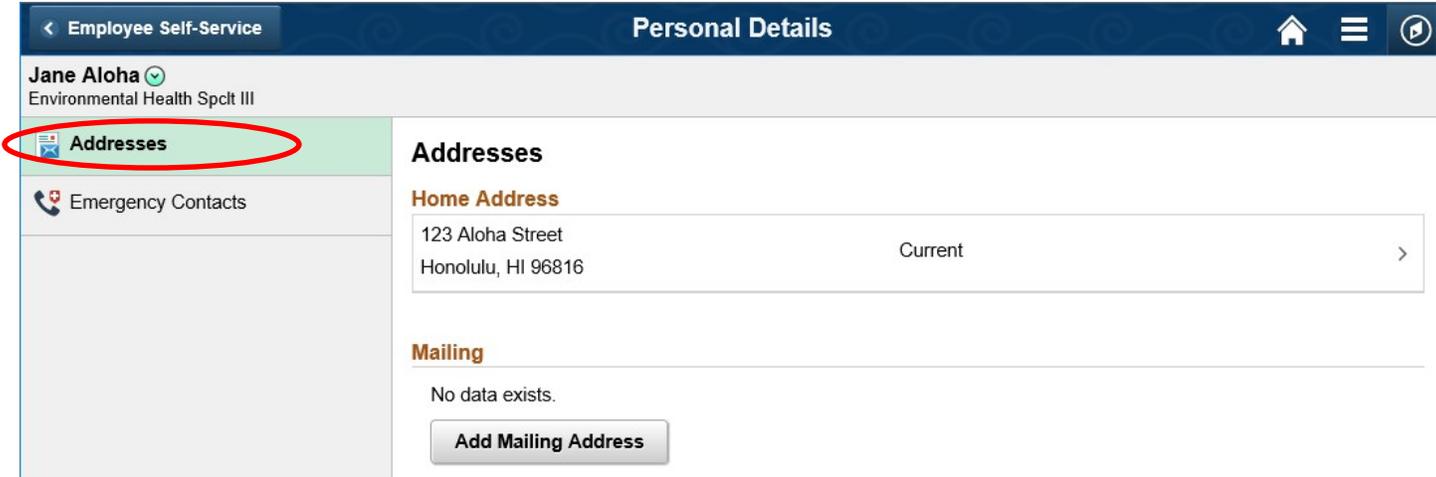
Log into the Hawaii Information Portal through <https://myuh.hawaii.edu/>



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



The  **Addresses** 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*.



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 Current >

Address

This payroll address will be used only as your address displayed on your pay statements and for official W2 purposes.

Change As Of:

Address Type: Home

Country:

Address 1:

Address 2:

Address 3:

City:

State:

Postal:

County:

Add Mailing Address

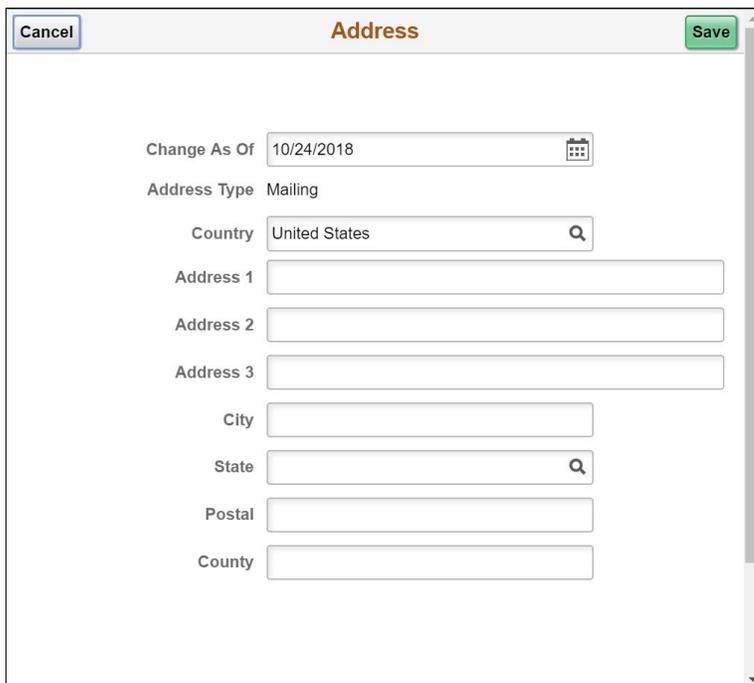
To enter a mailing address, click on the **Add Mailing Address** button to open the mailing address information fields. Enter or update your **mailing** address information within the fields, then click save.

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

Mailing

No data exists.

Add Mailing Address



To log off system:

- To log off Click on the Action Menu 

- Click on the Sign Out link

