


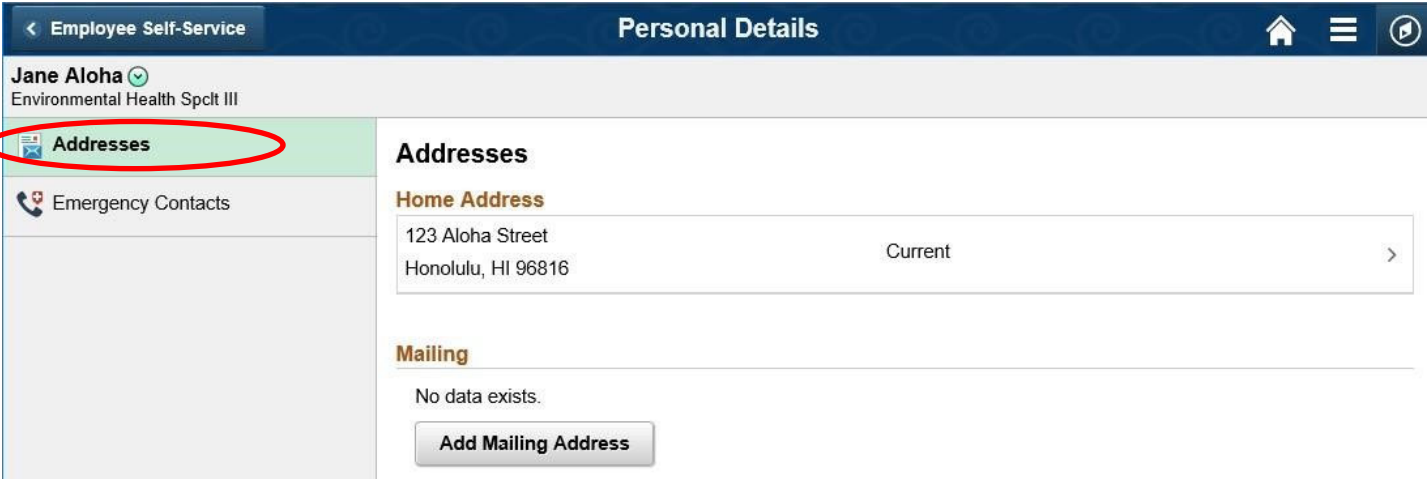
# How to Change Your Address



To enter or update your address information, click on the **Personal Details** 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	>
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**Address**

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

Change As Of: 10/24/2018

Address Type: Home

Country: United States

Address 1: 123 Aloha Street

Address 2:

Address 3:

City: Honolulu

State: Hawaii

Postal: 96816

County:

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**

**Address**

Change As Of: 10/24/2018

Address Type: Mailing

Country: United States

Address 1:

Address 2:

Address 3:


City:

State:

Postal:

County:

**To log off system:**

To log off, click on the  Actions menu bar.

Click on the  link.