




Address Change

Step	Action
1.	Click in the User ID field.
2.	Enter your User ID
3.	Press [Tab] .
4.	Enter your Password
5.	Click the Sign In button. 
6.	Click the Personal Information Summary link. 
7.	Click the Change Home/Mailing Addresses button. 
8.	Click the Edit button. 
9.	Enter the new address information
10.	Click the Save button. 
11.	Click the OK button. 
12.	Next, update your mailing address, if necessary, by clicking Edit button  to the right of the mailing address
13.	Enter the new address information
14.	Click the Save button. 
15.	Click the OK button. 
16.	Click the Return to Personal Information link. 
17.	Click the Sign out link.
18.	End of Procedure.