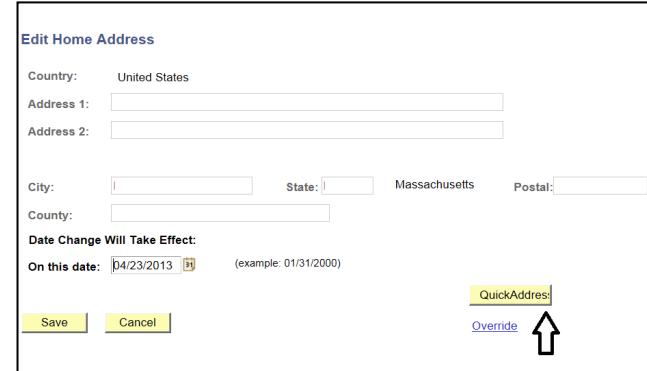
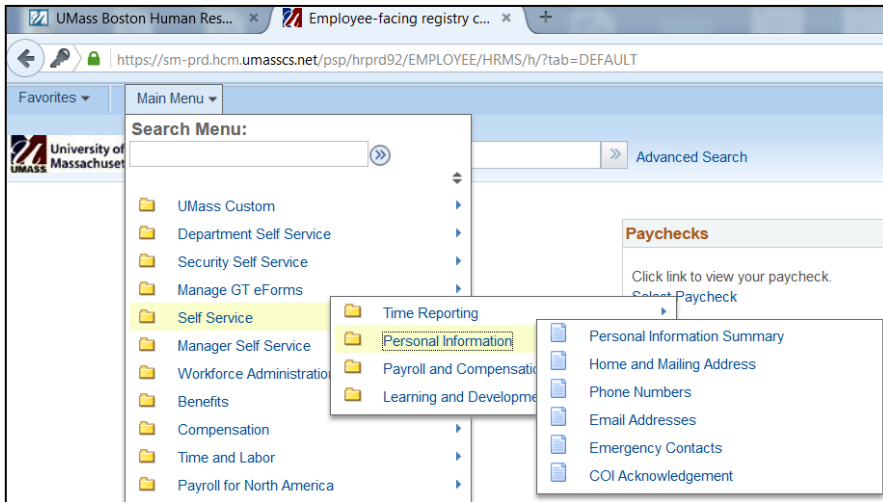


1. Click Menu (top left hand corner), Click Self Service, Click Personal Information Click Home and Mailing Address



2. You Phone number will appear. If you would like to add a phone number click Add Phone number and enter new information. if you would like to change your current phone number click delete and add a new number

Phone Numbers

Enter your phone numbers.

Phone Type	*Telephone	Extension	Preferred	Delete
Home	617-287-0000		<input checked="" type="checkbox"/>	

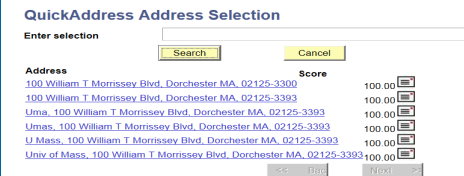
* Required Field

3. To Edit and address click QuickAddress

4. Enter the address into the appropriate fields.

5. Click Search

6. Click the correct address link



7. Information will auto populate click Save

Congratulations you have successfully Add or Edited your Home and Mailing Address