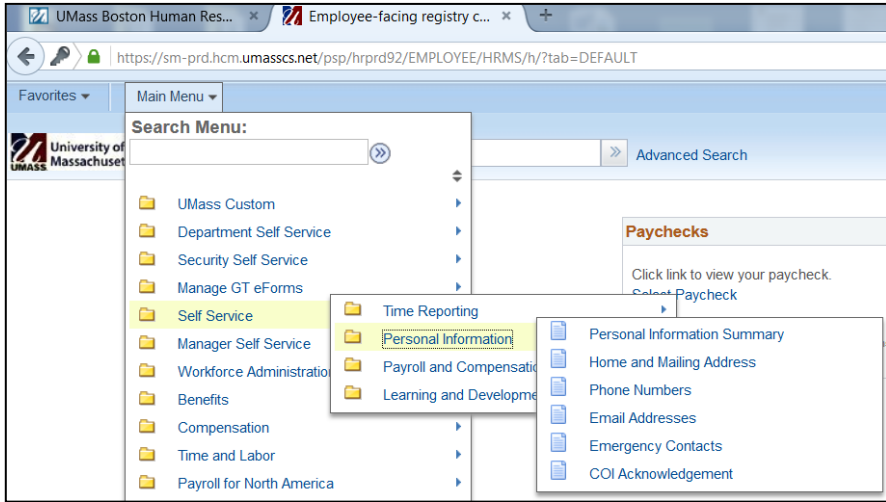


1. Click Menu (top left hand corner), Click Self Service, Click Personal Information Click Home and Mailing Address



Edit Home Address

Country: United States

Address 1:

Address 2:

City: State: Massachusetts Postal:

County:

Date Change Will Take Effect:
 On this date: (example: 01/31/2000)

2. Your Address will appear. If you would like to add an address click Add if you would like to change your address click Edit.

Home and Mailing Address

If you need to add or update an address where the country is not "USA", contact your campus HR/Payroll office.

Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/18/2014	USA	100 Morrissey Boulevard Boston, MA 02125	

*Address Type:

* 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

QuickAddress Address Selection

Enter selection

Address	Score
100 William T Morrissey Blvd, Dorchester MA, 02125-3300	100.00
100 William T Morrissey Blvd, Dorchester MA, 02125-3393	100.00
Uma, 100 William T Morrissey Blvd, Dorchester MA, 02125-3393	100.00
Umass, 100 William T Morrissey Blvd, Dorchester MA, 02125-3393	100.00
U Mass, 100 William T Morrissey Blvd, Dorchester MA, 02125-3393	100.00
Univ of Mass, 100 William T Morrissey Blvd, Dorchester MA, 02125-3393	100.00

7. Information will auto populate click Save

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