Maintaining Home and Mailing Addresses

Use the **Home and Mailing Address** page to view and edit your address information. Updates to your address information can also be made from the **Personal Information** page.

Procedure

Consider this scenario:

You are moving soon and would like to update your home and mailing addresses.

Key Information:

New Home Address: 10 Smith Street, Newburyport, MA 01950
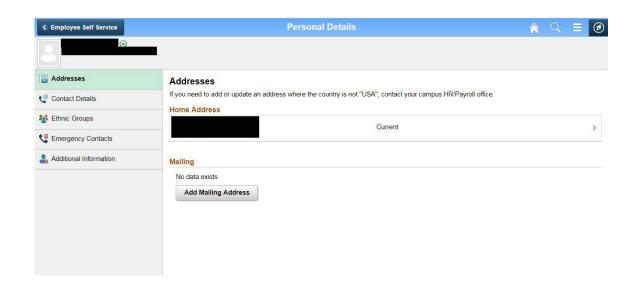New Mailing Address: PO Box 5879, Newburyport, MA 01950

Step	Action
1.	Begin by navigating to the **Employee Self Service Home Page**. Click the **Personal Details Tile**.

Step	Action
2.	Click the **Personal Details Tile**.
3.	Click the **Home and Mailing Address** link.

Step	Action
4.	Click on the arrow on the Current Home Address Screen.
5.	Click "Override" and edit your address. Make sure to change the date as well. Click "Save."

Maintaining Personal Phone Numbers

Use the **Phone Numbers** page to view, add, update, and delete your personal phone number information. Updates to your phone number information can also be made from the **Personal Information** page.

Procedure

Consider this scenario:

You are going to use the Phone Numbers page to add your mobile phone number to your personal information.

Key Information:

Mobile phone number: 978/444-7890

Step	Action
1.	Begin by navigating to the **Personal Details Tile** on the main navigation page. Click "**Contact Details**" on the left menu.
2.	Click the arrow on the line with the **Phone Number** you'd like to edit.
3.	Update the phone number in the pop up screen and click "Save."
4.	Use the **Phone Numbers** page to view, add, update, and delete phone numbers.
5.	You can also modify, add and change email addresses on this page. *Note:* Business phone numbers can not be changed using Employee Self Service.