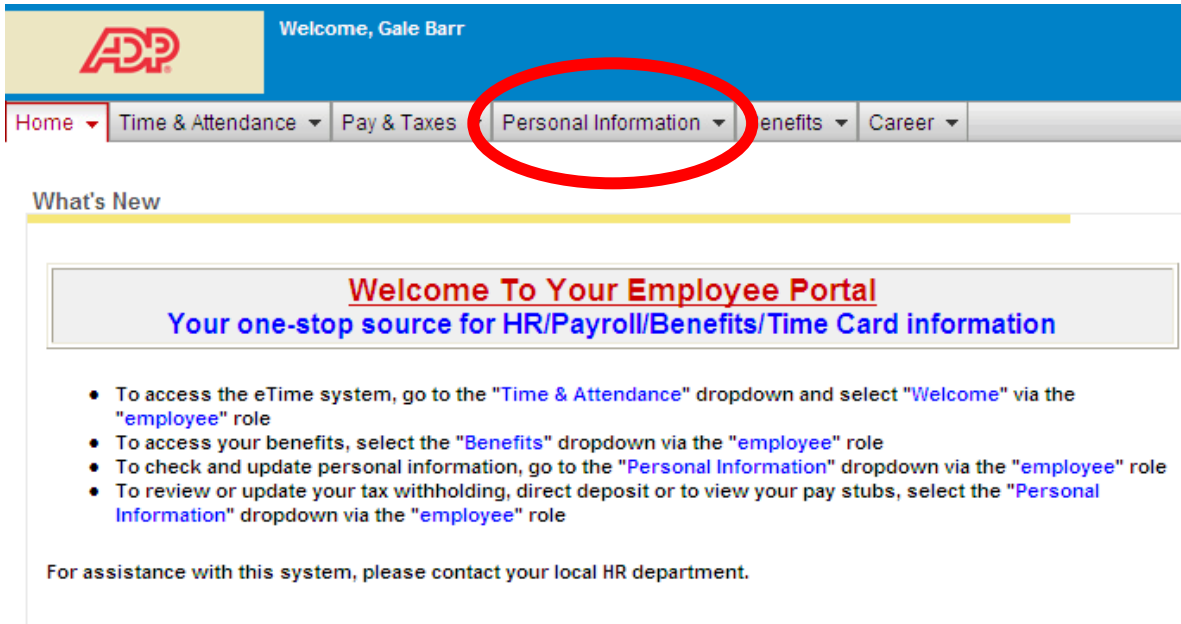
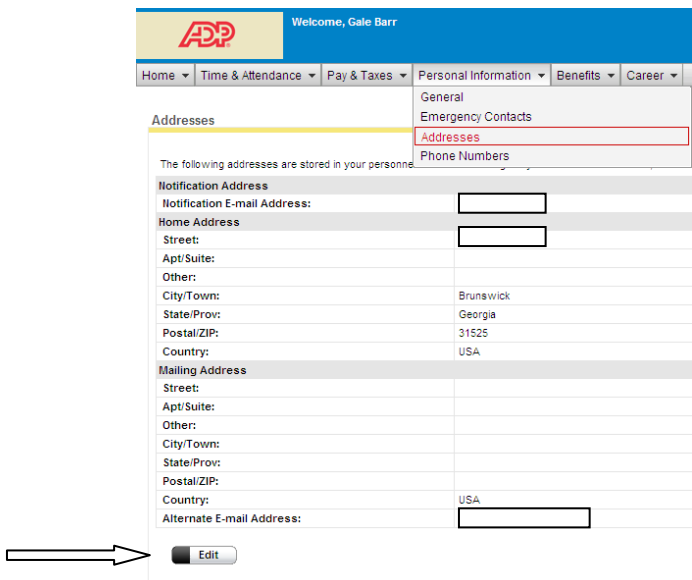


Changing Your Home or Mailing Address

1. Log into the ADP Self Service Portal, the Self Service page will display. Select Personal Information from the menu bar.



2. Select Addresses from the drop down menu. Click on Edit at the bottom of the page.



3/ Enter the information you want to update and click on Save. The change is automatically loaded into the Payroll and Human Resources system

Addresses	
Enter your changes and click Save. Note: Changes will take effect immediately.	
Home Address	
Street:	<input type="text" value="100 Sunny Side Street"/>
Apt/Suite:	<input type="text"/>
Other:	<input type="text"/>
City/Town:	<input type="text" value="Brunswick"/>
State/Prov:	<input type="text" value="Georgia"/>
Postal/ZIP:	<input type="text" value="31525"/>
Country:	<input type="text" value="USA"/>
Primary E-mail Address:	<input type="text" value="mmouse@ccga.edu"/>
Mailing Address <input type="checkbox"/> Same as above?	
Street:	<input type="text"/>
Apt/Suite:	<input type="text"/>
Other:	<input type="text"/>
City/Town:	<input type="text"/>
State/Prov:	<input type="text" value="Select State"/>
Postal/ZIP:	<input type="text"/>
Country:	<input type="text" value="USA"/>
Alternate E-mail Address:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	