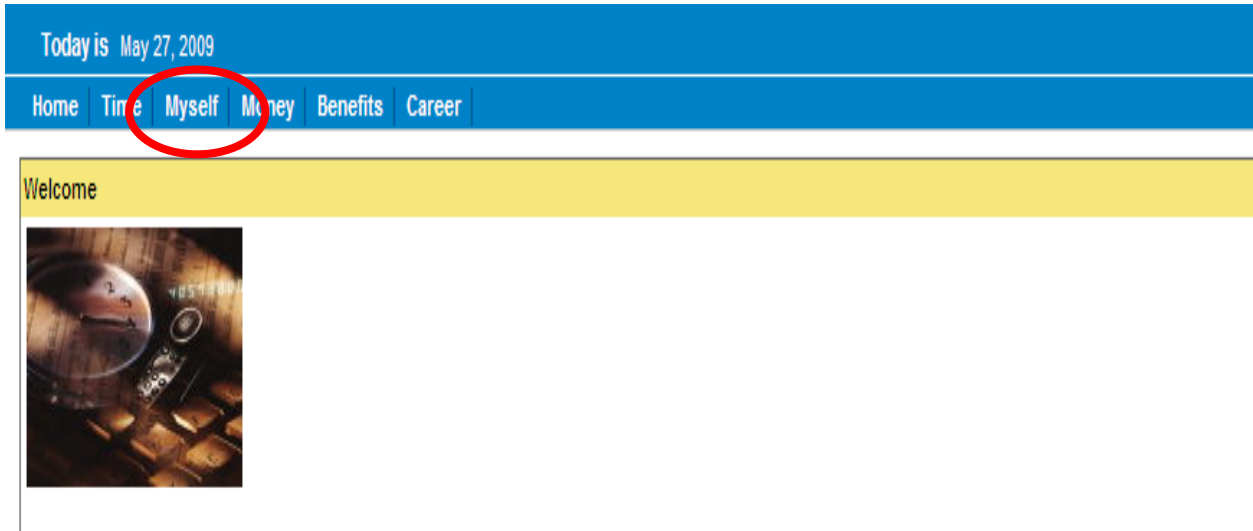
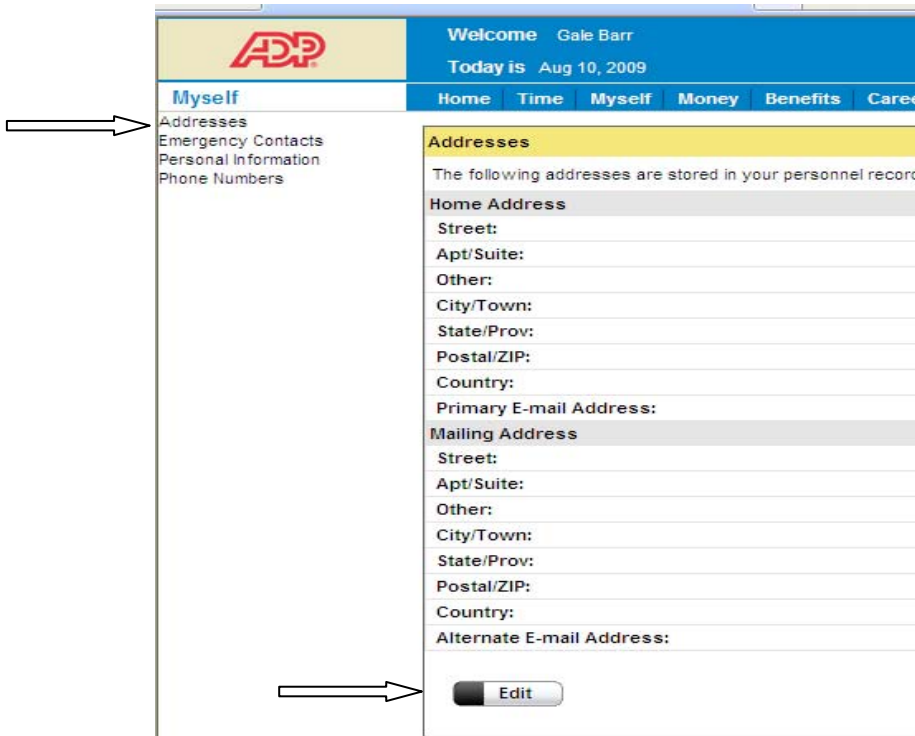


Changing Your Home or Mailing Address

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



2. Select Address from the menu bar on the left. 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

Welcome Gale Barr
Today is Aug 10, 2009
Home Time Myself Money Benefits Career

Addresses

Enter your changes and click Save. Note: Changes will take effect immediately.

Home Address

Street: 100 Sunny Side Street
Apt/Suite:
Other:
City/Town: Brunswick
State/Prov: Georgia
Postal/ZIP: 31525
Country: USA
Primary E-mail Address: mmouse@ccga.edu

Mailing Address Same as above?

Street:
Apt/Suite:
Other:
City/Town:
State/Prov: Select State
Postal/ZIP:
Country: USA
Alternate E-mail Address: