**Introduction**

This job aid describes the steps necessary to change your address in OneUSG Connect.

Employees must promptly update their address stored within the OneUSG Connect system. The address entered into the OneUSG Connect system is displayed on employee paychecks, tax forms, and personal information. Failure to update this information in a timely manner can delay the receipt of important information.

**Summary Information:**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Can Employee Delete or Modify?</th>
<th>Can Employee Mark/Unmark Preferred?</th>
<th>Displays in Company Directory?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**Instructions**

1. Log into OneUSG Connect.

2. Click the **Personal Details** tile on the **Employee Self Service** homepage.

   **Navigation:**
   Employee Self Service > Personal Details

   ![Employee Self Service homepage with Personal Details tile highlighted]

**Important!**

Please note the Employee Self Service tile options displayed above may differ depending on your employee type.
3. Click **Addresses**.

4. To update your home address or mailing address, click on the address listed below the **Home Address** or **Mailing Address** sub title.

   **Important**: OneUSG Connect Benefits/Alight only sends **Home Address** to the insurance carriers; **Mailing Address** is not sent. To send the correct mailing address to the insurance carriers, enter your mailing address into the **Home Address** field.

5. Update the applicable address information.
   a. **Change As Of**: Enter or use the **Calendar** icon to select the date the address change takes effect. This date must be the current date or future date.
   b. **Country**: Enter the country in which you reside in.
   c. **Address 1**: Enter your current street address. Enter Address 2 and Address 3 if needed.
   d. **City**: Enter your current city of residence.
   e. **State**: Enter the abbreviation for your state in the search icon to populate the state field. Please note, if you enter the state directly in the field, you will receive an error.
   f. **Postal**: Enter your 5 digit zip code.
   g. **County**: Enter your county (optional).
6. **Click Save.**

7. Your Home Address and/or Mailing Address is now updated in OneUSG Connect.