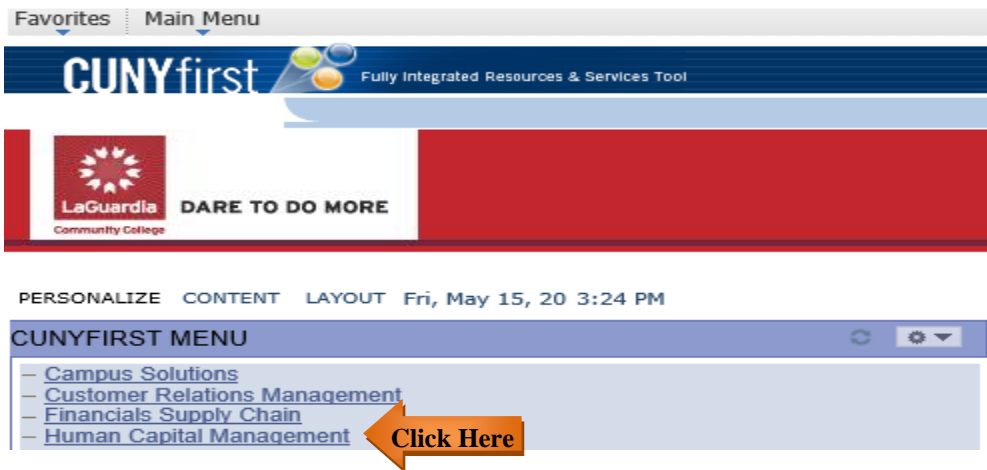


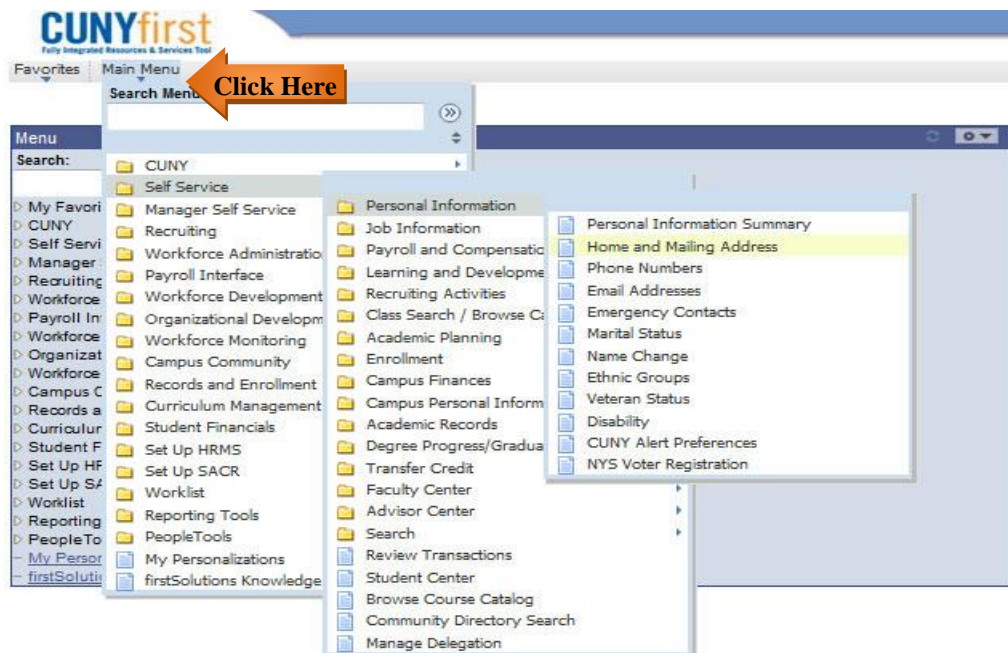
## Updating Home and Mailing Address

**Note:** Home address is used for payroll processing and benefits enrollments

Step 1 – Click **Human Capital Management**



Step 2 – Click on **Main Menu -> Self Service -> Personal Information -> Home and Mailing Address**



Step 3 – Click on **Edit**

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

### Home and Mailing Address

Display: 10 Records

Address Type	Status	As Of	Country	Address	
Home	Current	08/17/2016	USA	8110 20th Avenue Apt 10 Jamaica Heights, NY 11422-4400 Queens	<b>Edit</b>

\*Address Type:

\* Required Field

Step 4 – Modify the information in the form, then click **Save**

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Favorites | Main Menu > Self Service > Personal Information > Home and Mailing Address

### Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

Address 3:

City:  State:   Postal:

County:

On this date:  (example: 01/31/2000)

**Save**