

# People First Address Information

## Employee, Manager & HR Professionals



### People First Address Fields

The following address fields are available in the People First System:


- ◆ **Home Address** – This is the employee's actual physical address where he/she lives. This would be the address reflected on the employee's W-4. This would not be a P.O. Box number.
  - ◆ **Mailing Address** – This is where the employee wants his/her mail sent (i.e., P.O. Box). This address would only be needed if the employee wants to receive his/her mail at a different location than the Home Address.
  - ◆ **Temporary Address** – This is used when the employee is temporarily living away from home and wishes to receive benefit related materials at the temporary address.
- NOTE:** There is also a Benefits Only Temporary Address. This is located under the Benefits tab and only controls benefit related mailings.

### Did You Know


❓ Open Enrollment Materials will be mailed to the employee's address according to the following hierarchy. It is important for employees to verify their address information to ensure timely delivery of all Open Enrollment related materials.

- ☒ Temporary Address
- ☒ Mailing Address
- ☒ Home Address

### How Do I View My Address Information

1. Click on the [Review My Information](#) link under **Quick Links**.
  2. Select the appropriate option (Home, Mailing or Temporary) from the Personal Info drop down menu on the [Change Employee Information](#) screen and click **Go**.
  3. Click on the  button in front of the address to be viewed. The address will be displayed.
- NOTE:** You will be directed automatically to the Details section if address information had not previously been entered.

### How Do I Change My Address Information

1. Click on the [Review My Information](#) link under **Quick Links**.
2. Select the appropriate option (Home, Mailing or Temporary) from the Personal Info drop down menu on the [Change Employee Information](#) screen and click **Go**.
3. Click on the  button in front of the address to be changed.
4. Click on the **Edit** button to make changes.
5. Complete the required fields on the screen and click the **Save** button.

### How Do I Change Add A New Address

1. Click on the [Review My Information](#) link under **Quick Links**.
2. Select the appropriate option (Home, Mailing or Temporary) from the Personal Info drop down menu on the [Change Employee Information](#) screen and click **Go**.
3. Click on the **New** button to add a new address.
4. Complete the required fields on the screen and click the **Save** button.