Home and Mailing Addresses

Introduction   This guide provides the procedures for updating your home and mailing addresses in Direct Access (DA).
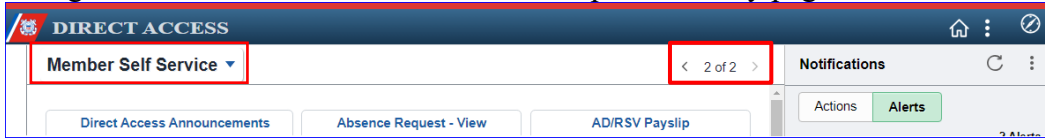
Important Information

- If a **Thrift Savings Plan (TSP)** account is not present in DA, a TSP mailing address must be entered (this is a mandatory address).
- Do NOT use special characters (e.g., ã, á, ñ, ú, Ñ, Ú, etc.) when entering an address. DA is the data source for other information systems which cannot use special characters.
- The home address should be the address of your physical residence (not a P.O.Box, FP/AP, etc.). It can be the same as the mailing address.
- **The mailing address is where your W-2 Form and any other correspondence will be mailed**. You may enter a P. O. Box or FP/AP address as your mailing address.
- **The Address 1 and 2 blocks are limited to 35 characters and the City block is limited to 25 characters.**
- The country code should be set to "USA" when entering U. S. (including American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Puerto Rico, Palau, Trust Territory, and Virgin Islands of the US), AA, AP & AE, addresses.
- Note that address changes submitted for personnel and pay data (Change Home or Mailing Address or Employee Address and Home of Record) are not provided to the **Government Travel Charge Card (GTCC)** contractor. Card holders must notify the contractor, separately, when their address changes via the toll-free number listed on the back of their government travel charge card and update their mailing address.

Updating Home and Mailing Address

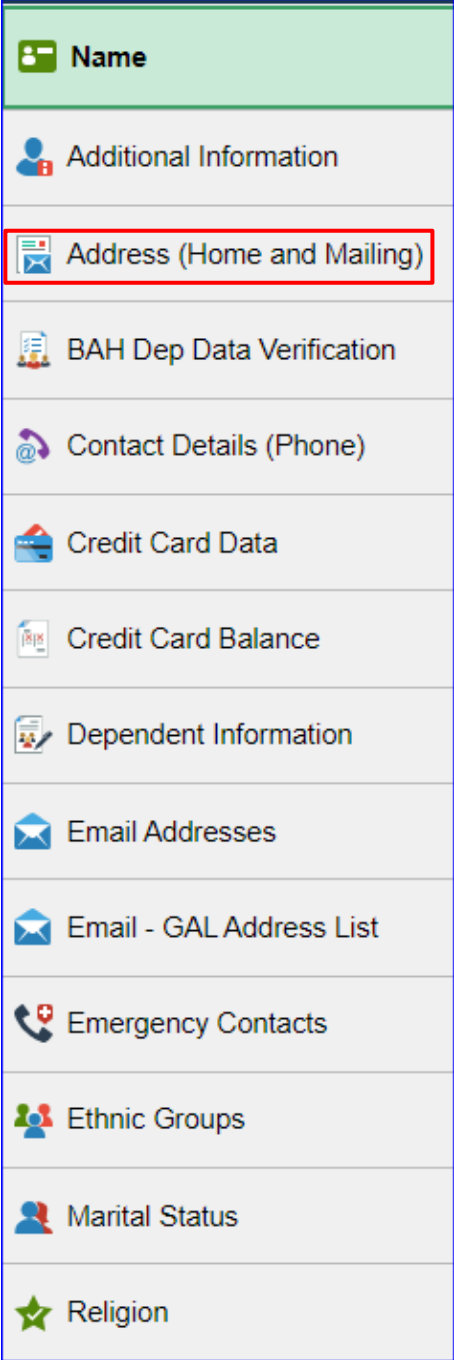|	
Introduction	This section provides the procedures for you to update your home and/or mailing addresses in DA.

Procedure See below.

Step	Action
1	Navigate to **Member Self Service** via the drop-down or by page arrows.
2	Click on the **Personal Details** tile.

Updating Home and Mailing Address, Continued

Procedure, continued

Step	Action
3	Select the **Address (Home and Mailing)** option.

Updating Home and Mailing Address, Continued

Procedure,
continued

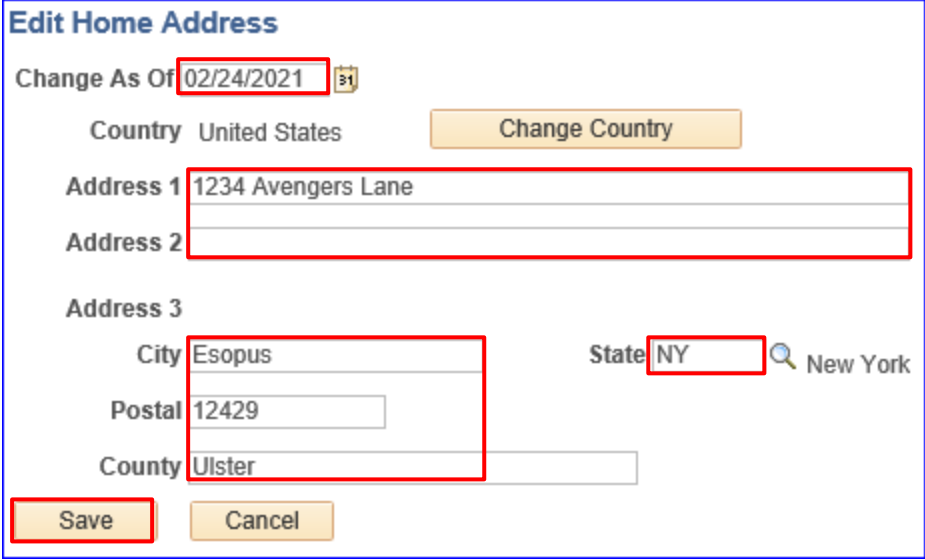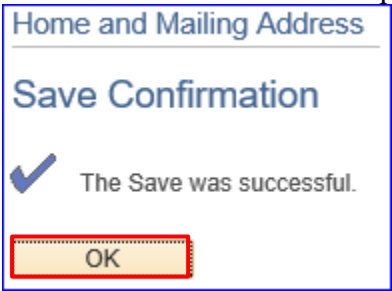| Step	Action
4	The Home and Mailing Address page will display. Click the pencil icon to edit an address. For this example, we will update the Home address. **Home and Mailing Address** Wanda Maximoff **Addresses** <table><tr><th>Address Type</th><th>Status</th><th>As Of</th><th>Country</th><th>Address</th><th>Edit</th></tr><tr><td>Home</td><td>Current</td><td>10/21/2019</td><td>USA</td><td>2800 Vision Lane Westview, NJ 07660</td><td>🖉</td></tr><tr><td>Mailing</td><td>Current</td><td>02/21/2020</td><td>USA</td><td>1234 Avengers Lane Esopus, NY 12429</td><td>🖉</td></tr></table>*Address Type [▼] Add Required Field Return to CG AD Self Service: Employee
5	The selected address will display with the current information. **Edit Home Address** Change As Of 02/24/2021 📅 Country United States Change Country Address 1 2800 Vision Lane Address 2 Address 3 City Westview State NJ 🔍 New Jersey Postal 07660 County Save Cancel

Updating Home and Mailing Address, Continued

Procedure, continued

Step	Action
6	The **Change As Of** date defaults and may be left as is or changed to a future date. Overtype the **address fields** as appropriate. Do NOT use any special characters when entering an address. Once completed, click **Save**. **Edit Home Address** Change As Of 02/24/2021 Country United States Change Country Address 1 1234 Avengers Lane Address 2 Address 3 City Esopus State NY New York Postal 12429 County Ulster Save Cancel
7	A Save Confirmation will display. Click **OK**. Home and Mailing Address **Save Confirmation** ✔ The Save was successful. OK

Updating Home and Mailing Address, Continued

Procedure,
continued

Step	Action
8	The Home and Mailing Address page will display with the **updated address**. Repeat steps 2-5 to edit another address. To exit, click the **Home** icon on the upper right hand corner of DA or click **Return to CG AD Self Service: Employee**.

Home and Mailing Address
Wanda Maximoff

Addresses

Address Type	Status	As Of	Country	Address	Edit
Home	Current	02/24/2021	USA	1234 Avengers Lane Esopus NY 12429	✏️
Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	✏️

*Address Type [▼]   [Add]

Required Field
Return to CG AD Self Service: Employee