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. 			
	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 a member to update their home and/or mailing addresses in DA.

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Procedure See below. Action Step 1 Click on Member Self Service from the My Homepage drop-down. \oslash C My Homepage 🔹 1 of 2 → Notifications с : My Homepage Member Self Service Career Management Requests ..., unte. Access payslips via the for an overview of the payslip and es and cutoffs. ١ to the Payroll Processi to the Payroll Processing Schedu FSMS Scheduled Outages > Visit the FSMS system Status Bo more FSMS information. > 2023 Payroll Processing Sched > Direct Access User Guides noweldge Base on (SOES Info) Workcenters Employee Review **(1**) () n 🔅 • 🗋 cations arrive, the vill show a badge •C DG-CustomerC** at 866.772.8724 or o \heartsuit Suscg.mil. Appropriating or to practice en m to conduct trai Action Step 1.5 Select the Home and Mailing Address option. View Tasks ~ PCS eResumes My Airport Terminal Emergency Contacts Home and Mailing Address Phone Numbers Allotments Direct Deposit W-4 Tax Information USA All Duty Report Thrift Savings Plan Ethnic Groups Annual Screening Questionnaire BAH Dep Data Verification My Reserve Orders My Assignments Endorsements My Email Addresses My Member Info My eResume My Panel Submissions Mobilization Resume FSMS My Reserve Orders

Updating Home and Mailing Address, Continued

Procedure,

continued

Step 2	The Home an address. Home and Wanda Max	and Mail For this of Mailing	ing Address example, we Address	Action page will will upda	on display. Click the pe ate the Home address	encil icon to ec 3.		
	Addresses							
	Address Type	Status	As Of	Country	Address	Edit		
	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660	Ø		
	Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	0		
	*Address	Туре	$\overline{}$	Add				
	Required Field Return to CG A	D Self Service	e: Employee					

Step	Action					
3	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 Q New Jersey					
	Postal 07660					
	County					
	Save Cancel					

Continued on next page

Updating Home and Mailing Address, Continued

Procedure,

continued

Step	Action						
4	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 Q New York						
	Postal 12429						
	County Ulster						
	Save Cancel						
5	A Save Confirmation will display. Click OK . Home and Mailing Address						
	Save Confirmation						
	The Save was successful.						
	OK						

Continued on next page

Updating Home and Mailing Address, Continued

Procedure,

continued

Step	Action						
6	The Home a Repeat steps upper right h Employee .	nd Mailing 2-5 to edi and corne	g Address pag t another add r of DA or cli	ge will disp ress. To ex ick Return	blay with the updated a it, click the Home butt to CG AD Self Servi	address. on on the ce:	
	Home and Wanda Max	Mailing A	Address				
	Addresses						
	Address Type	Status	As Of	Country	Address	Edit	
	Home	Current	02/24/2021	USA	1234 Avengers Lane Esopus NY 12429	0	
	Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	0	
	*Address Type Add Required Field Return to CG AD Self Service: Employee						