

Home and Mailing Addresses

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

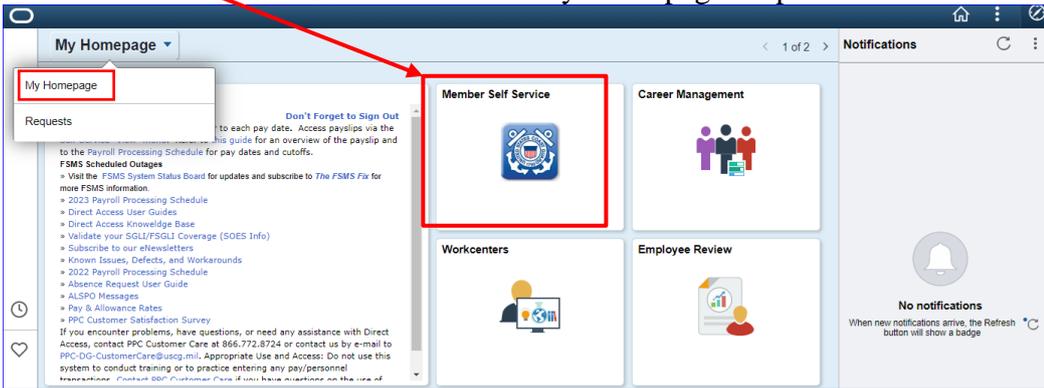
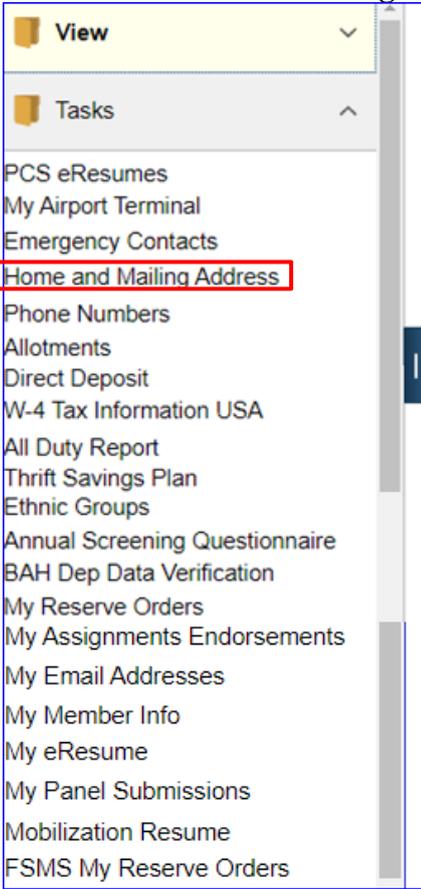
Important Information

- 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.
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Updating Home and Mailing Address

Introduction This section provides the procedures for a member to update their home and/or mailing addresses in DA.

Procedure See below.

Step	Action
<p>1</p>	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
<p>1.5</p>	<p>Select the Home and Mailing Address option.</p> 

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Updating Home and Mailing Address, Continued

Procedure,
continued

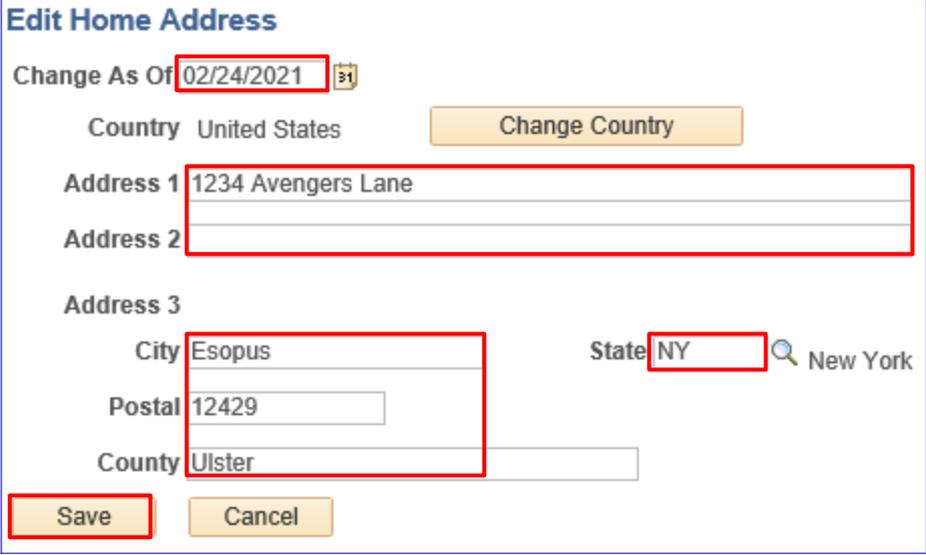
Step	Action																		
2	<p>The Home and Mailing Address page will display. Click the pencil icon to edit an address. For this example, we will update the Home address.</p> <div data-bbox="331 600 1273 1032" style="border: 1px solid #ccc; padding: 5px;"> <p>Home and Mailing Address Wanda Maximoff</p> <p>Addresses</p> <table border="1" data-bbox="331 678 1273 920"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>*Address Type: <input type="text" value="Home"/> <input type="button" value="Add"/></p> <p>Required Field Return to CG AD Self Service: Employee</p> </div>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	
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Step	Action
3	<p>The selected address will display with the current information.</p> <div data-bbox="331 1167 1283 1729" style="border: 1px solid #ccc; padding: 5px;"> <p>Edit Home Address</p> <p>Change As Of: <input type="text" value="02/24/2021"/> </p> <p>Country: <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1: <input type="text" value="2800 Vision Lane"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3:</p> <p>City: <input type="text" value="Westview"/> State: <input type="text" value="NJ"/>  New Jersey</p> <p>Postal: <input type="text" value="07660"/></p> <p>County: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

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Updating Home and Mailing Address, Continued

Procedure,
continued

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

Continued on next page

Updating Home and Mailing Address, Continued

Procedure,
continued

Step	Action																								
6	<p>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 button on the upper right hand corner of DA or click Return to CG AD Self Service: Employee.</p> <div data-bbox="327 633 1372 1131" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address Wanda Maximoff</p> <table border="1" data-bbox="336 723 1362 987"> <thead> <tr> <th colspan="6" style="text-align: left;">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/24/2021</td> <td>USA</td> <td>1234 Avengers Lane Esopus NY 12429</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> </tbody> </table> <p>*Address Type <input data-bbox="544 999 751 1032" type="text" value=""/> <input data-bbox="815 999 948 1032" type="button" value="Add"/></p> <p>Required Field <a data-bbox="336 1084 743 1117" href="#" style="border: 1px solid red; padding: 2px;">Return to CG AD Self Service: Employee</p> </div>	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	
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