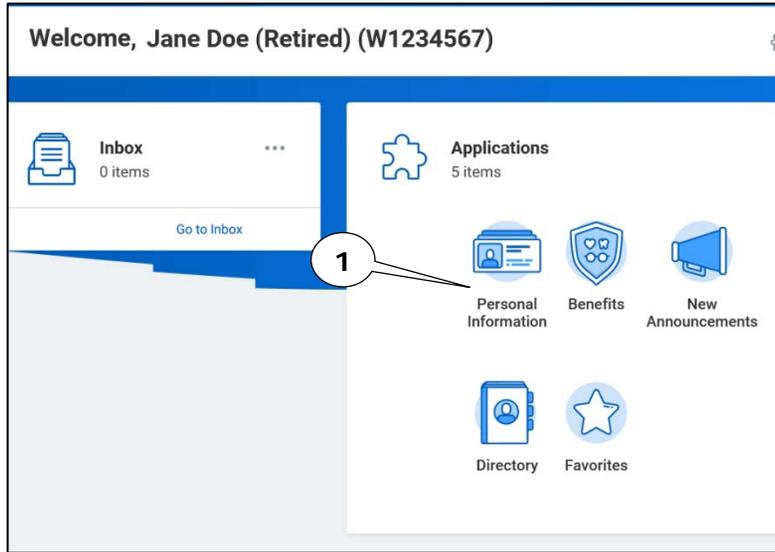
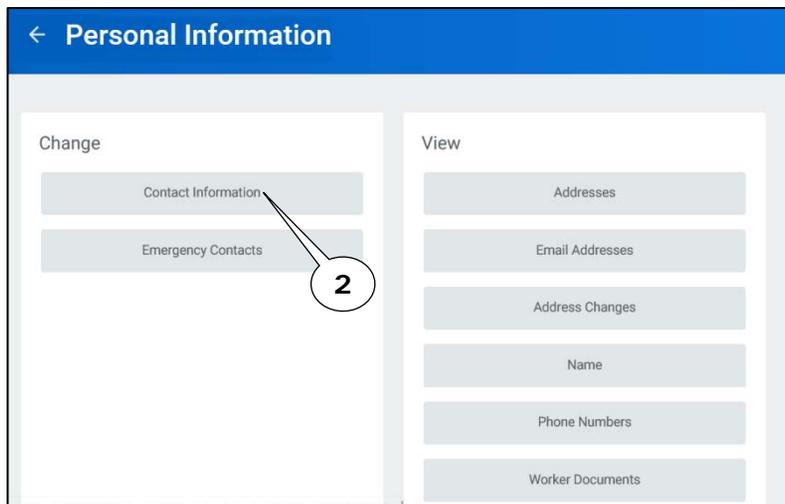


### PROCESS STEPS

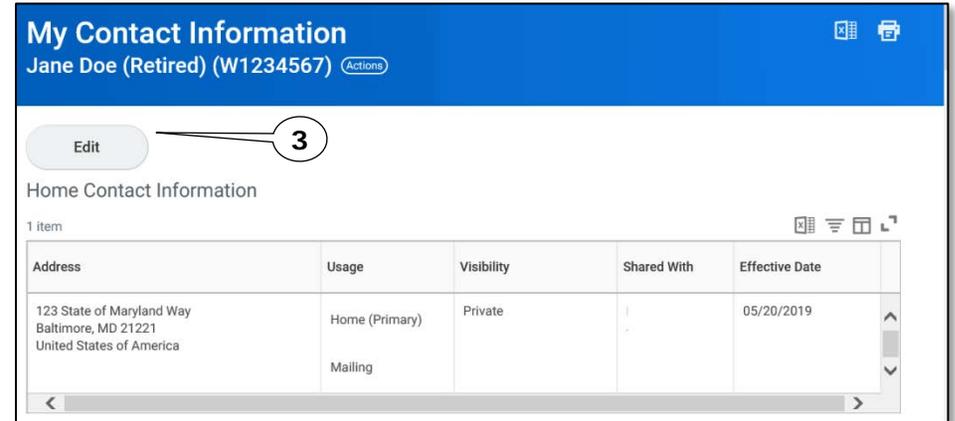
1. From the Homepage, click the **Personal Information** application.



2. In the Change section, click the **Contact Information** button.



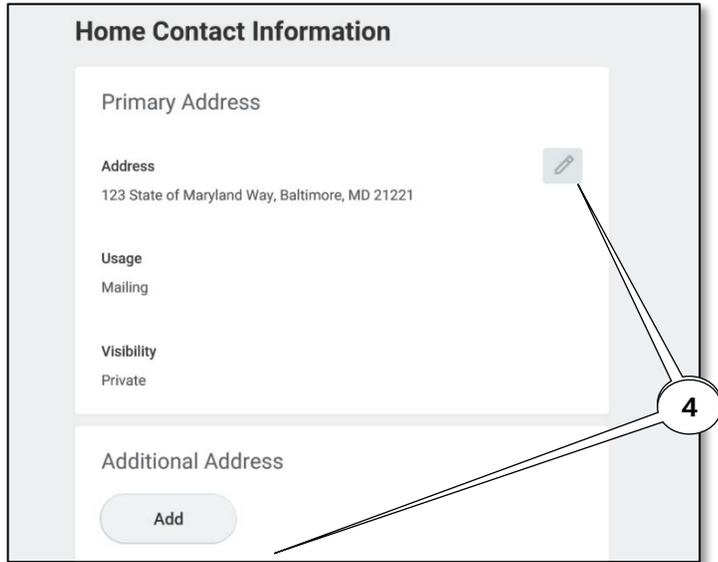
3. Click the **Edit** button.



4. Identify the row which requires the update of information and perform one or more of the actions below:

Task	Procedure
To edit contact information...	Click the <b>Edit</b>  icon in the applicable row and make the changes.
To add contact information...	Click the <b>Add</b>  button in the applicable row and make the changes.

### PROCESS STEPS



**Home Contact Information**

Primary Address

Address  
123 State of Maryland Way, Baltimore, MD 21221

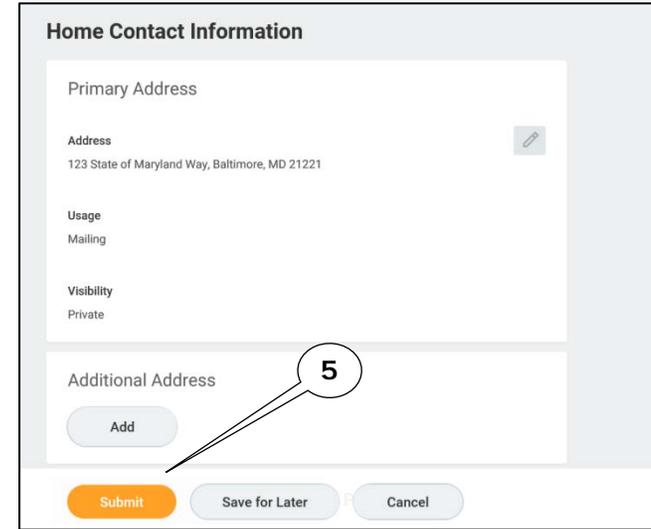
Usage  
Mailing

Visibility  
Private

Additional Address

Add

- Click the **Submit** button at the bottom of the page to submit the change.



**Home Contact Information**

Primary Address

Address  
123 State of Maryland Way, Baltimore, MD 21221

Usage  
Mailing

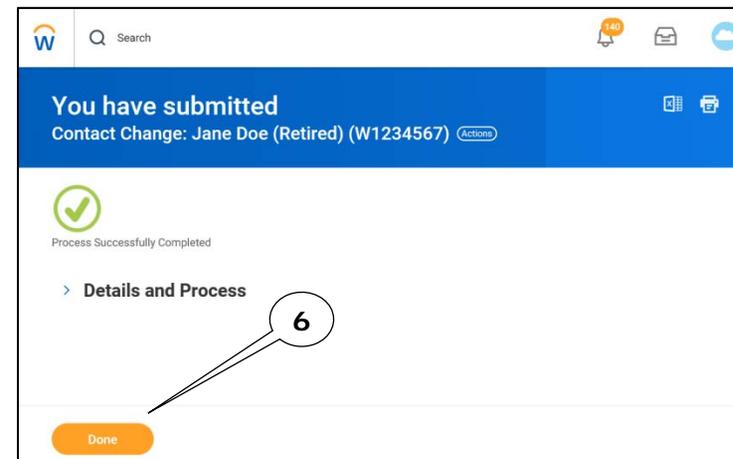
Visibility  
Private

Additional Address

Add

Submit Save for Later Cancel

- Your contact information change has been submitted. Click the **Done** button to finish.



W Search

**You have submitted**

Contact Change: Jane Doe (Retired) (W1234567) [Actions](#)

Process Successfully Completed

> Details and Process

Done

Field	Additional Information
<b>Home Address</b>	You will be required to enter a COUNTY for the home address if the county changes based on the new/updated address. <b>The county must be spelled as noted on the top of the page.</b>
<b>Work Contact Information</b>	Your old work contact information will be populated. You cannot delete this information but it won't be used.
<b>Primary Personal Email Address</b>	Status of benefit events (life events and Open Enrollment) will be communicated to this email address.
<b>Work Email Address</b>	Do not enter an email address for the work email address unless you want benefits communications to go this email address instead of the Primary Personal Email Address.