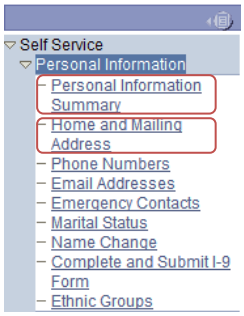
# CUNYfirst Employee Self Service:
# Viewing/Updating Home and Mailing Address Guide

| Step | Action |
|---|---|
| 1. | **Enter** https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst. |
| 2. | **Enter** your CUNYfirst Username and Password and click the Submit button to login. |
| 3. | **Click** on Self Service link under Enterprise Menu |
| 4. | You can view/update your Home and Mailing Address by using either of the following two methods:<br>Method 1:<br>**Navigate to:** *Self Service > Personal Information> Personal Information Summary*<br>***Then*** *click on* Change home/mailing addresses<br>***Or***<br>Method 2:<br>**Navigate to:** *Self Service > Personal Information> Home and Mailing Address*   |

**The home and mailing address page is displayed. Please review and verify your information.**

To update your home and mailing address follow the steps below:

***Note:*** *You must contact the Payroll department whenever you update your home and mailing address in CUNYfirst*

### Modify an existing home or mailing address

1. Click the Edit button on home or mailing address you want to modify.
2. Make any necessary changes to your address
3. Click the Save button and then click OK on the Save Confirmation Page

### Adding a Home or Mailing Address

1. From the ***Address Type** drop down menu *Address Type: select an address type
2. Click the Add button
3. Type in a valid address
4. Click the Save button and then click OK on the Save Confirmation Page