

# Change Your Mailing Address

Employees can change their mailing addresses as well as other personal information in HRMS.

1. Log into HRMS:
  - In Internet Explorer, or your Macintosh browser, go to: [www.maricopa.edu/employees](http://www.maricopa.edu/employees).
  - Click the Login button that is to the right of the Employee Resources heading.
  - Click the HRMS link on the left side of the screen.
  - Enter your Maricopa Enterprise ID (MEID) and Password; and press Enter.
  - (To look up your MEID, go to: <https://memo.maricopa.edu/usertool.html>; then click the MEID Lookup link; then complete and submit the form.)
2. In HRMS, go to: Main Menu > Self Service > Personal Information > Home and Mailing Address.
3. Click the Edit pencil.

Home and Mailing Address					
Paula Connors					
Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	09/01/2009	USA	Chandler, AZ 85225	

\*Address Type:  Add

4. In the Address window, make all your necessary changes.

**Edit Home Address**

Change As Of:  (example: 01/31/2000)

Country:

Address 1:

Address 2:

Address 3:

City:  State:

Postal:

5. When finished, click Save.
6. At the Confirmation window, click OK.
7. Click the Sign Out link in the upper-right corner of your HRMS screen.