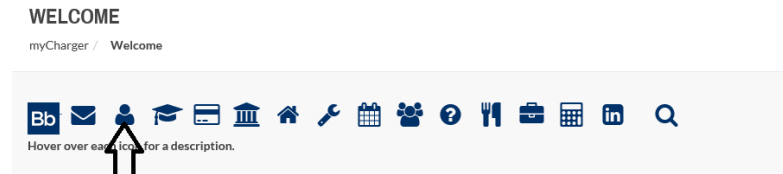
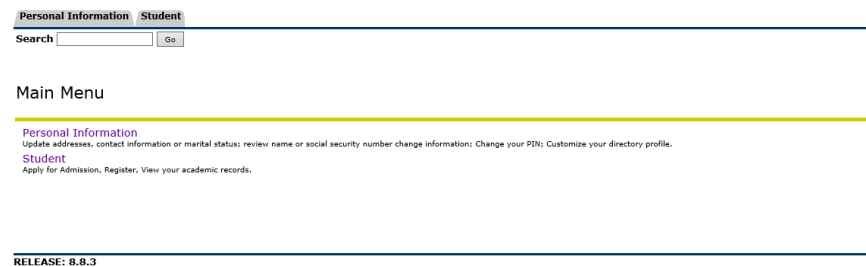


How to update your address in Self-Service Banner

Step 1: Log into MyCharger and click on the SSB icon.



Step 2: Click on Personal Information



Personal Information

- [Update Marital Status](#)
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View Ethnicity and Race](#)
- [Update Ethnicity and Race](#)
- [Answer a Survey](#)

Step 3: Click on Update Address and Phones

Step 4: Click on the “Current” link and update your information. Then, click Submit. To create a new address, click on the down arrow in the box located next to “Type of Address to Insert” and select type of new address.

Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit. Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Permanent **Phones**
Current: Primary: None Provided



Type of Address to Insert:

