# Updating of Permanent Address

These instructions are to assist current/retired employees with the process of changing their permanent address for the following systems using the CUNYfirst Employee Self-Service Form module:

- CUNYfirst Employment System Records
- Payroll Management System Records

Step 1: Log into CUNYfirst at the following address https://home.cunyfirst.cuny.edu/oam/Portal_Login1.html

Step 2: Click **"HR / Campus Solutions"**

Step 3: Click **"Main Menu"**, then click **"Self Service"**, then click **"Personal Information"**, then click **"Home and Mailing Address"**

Navigation Path	Editing Home Address Page
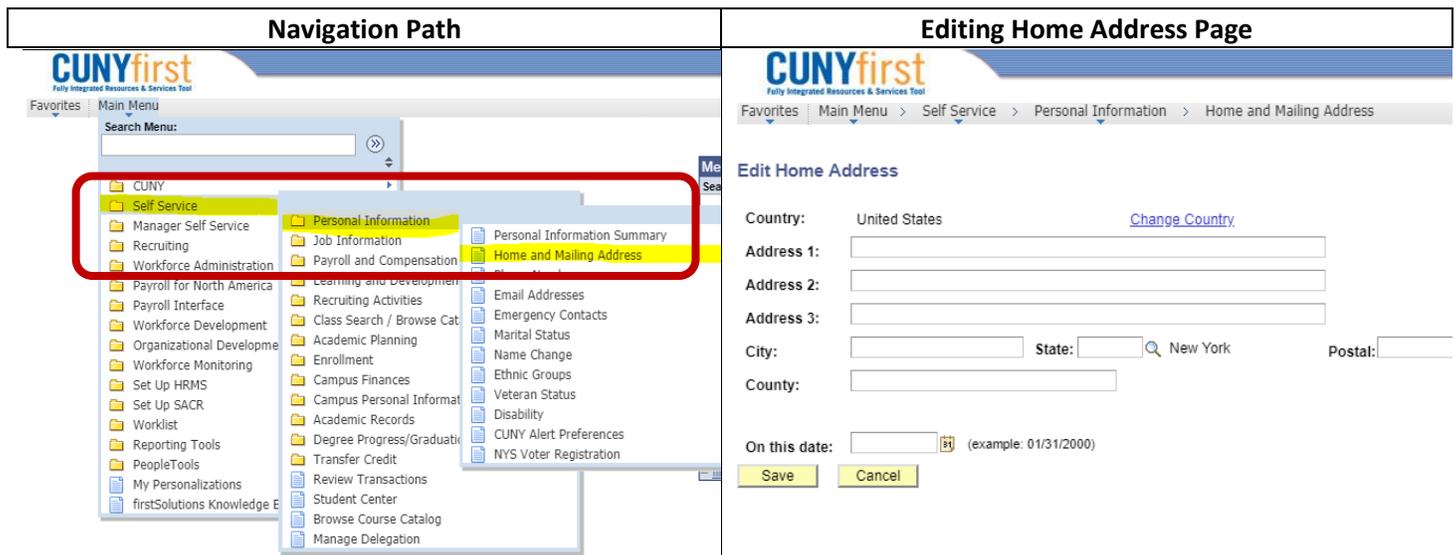
Step 4: At this step, you will be able to edit the **"Home"** and **"Mailing"** Address. The field titled **"On this date:"** Must be completed to show the effective date of the change.

Step 5: Click on **"Save"**.

Other Forms to Submit

The following forms **MUST** be submitted to the Benefits Office (located at the address and location above):

- PSC-CUNY Welfare Fund Change of Address Form **(PSC Member Employees ONLY)**
- WageWorks Change of Address Form **(Any Employee Who Has Applied for WageWorks)**

IMPORTANT INFORMATION: All other employees must reach out to their **Welfare Fund Units** and **Pension Systems** directly to make a change of their address.