

Change Your Address – Detailed Job Aid

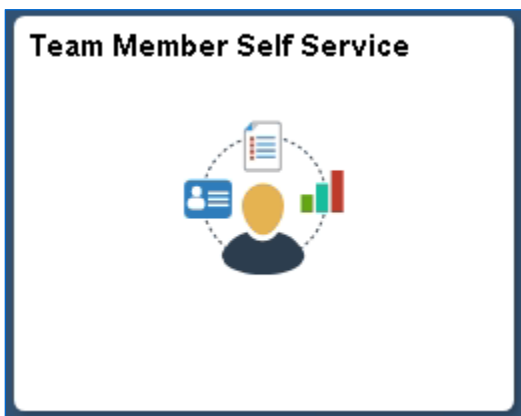
Procedure

Follow these steps to change your address:

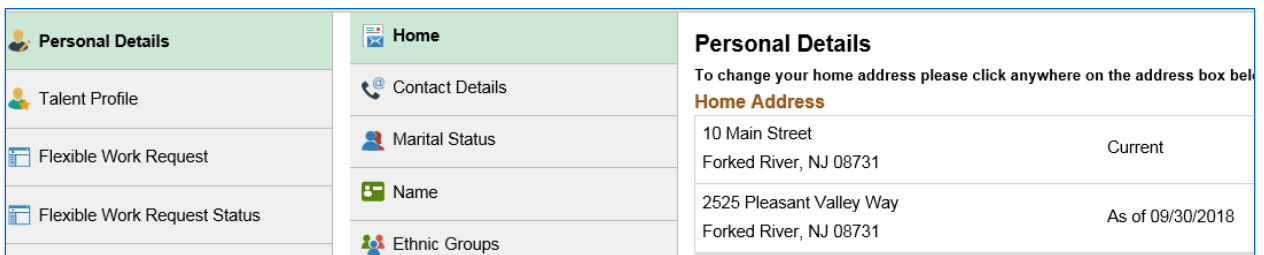
1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.



2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.



3. Click the **Team Member Self Service** tile.



4. The **Personal Details > Home** page displays as the default. This displays your home address.
5. Click in the box with your home address.

Cancel**Address**Save

Change As Of

Address Type Home

Country

Address 1

Address 2

Address 3

City

State

Postal

County

6. Enter the date your address changed in the **Change As Of** date.
7. Enter the changes to your address in the applicable fields.
8. Click the **Save** button at the top right.

Personal Details	
To change your home address please click anywhere on the address box below.	
Home Address	
15 Main Street Forked River, NJ 08731	Current
2525 Pleasant Valley Way Forked River, NJ 08731	As of 09/30/2018

Result: The **Personal Details** page displays with the updated address.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.