

# Change Your Address – Quick 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** page displays as the default. This displays your home address.
5. Click in the box with your home address.
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.

**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.