

# Home and Mailing Addresses

## Overview

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**Introduction** This guide provides the procedures for members to update their home and mailing addresses and enter a Thrift Savings Plan (TSP) address in Direct Access (DA).

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**Important Information** If the member has a Thrift Savings Plan (TSP) account, a TSP mailing address **must** be entered into DA.

Do **NOT** use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.) when entering an address. DA is the data source for other information systems which cannot use special characters.

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## Contents


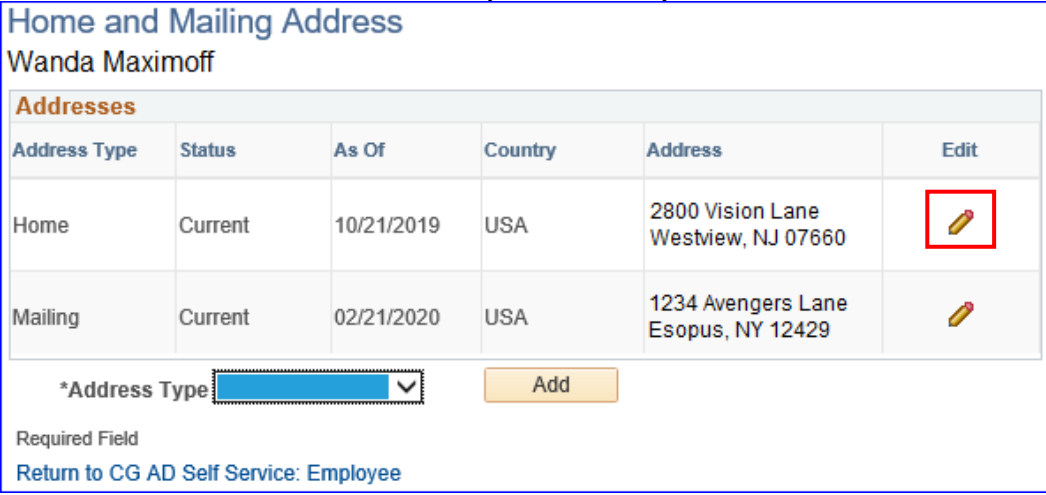






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<a href="#">Adding a Thrift Savings Plan Mailing Address</a>	6

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# Updating Home or Mailing Address

**Introduction** This section provides the procedures for a member to update their home and/or mailing addresses in Direct Access (DA).



**Procedures** See below.

Step	Action																		
<p><b>1</b></p>	<p>Select <b>Home and Mailing Address</b> under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a 'Tasks' section. The 'Home and Mailing Address' link is highlighted with a red rectangular box. Other visible links include PCS eResumes, My Airport Terminal, Emergency Contacts, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, 11 More..., View My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>																		
<p><b>2</b></p>	<p>The member's Home and Mailing Address page will display. Click the <b>pencil</b> icon to edit an address. For this example, we will update the Home address.</p>  <p>The screenshot shows the 'Home and Mailing Address' page for Wanda Maximoff. It features a table with columns: Address Type, Status, As Of, Country, Address, and Edit. The 'Home' address row has a pencil icon in the 'Edit' column highlighted with a red box. Below the table is a form with a dropdown menu for '*Address Type', an 'Add' button, and a 'Return to CG AD Self Service: Employee' link.</p> <table border="1" data-bbox="323 1361 1358 1630"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/21/2019</td> <td>USA</td> <td>2800 Vision Lane Westview, NJ 07660</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/21/2020</td> <td>USA</td> <td>1234 Avengers Lane Esopus, NY 12429</td> <td></td> </tr> </tbody> </table>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	
Address Type	Status	As Of	Country	Address	Edit														
Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660															
Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429															

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## Updating Home or Mailing Address, Continued




Procedures,  
continued

Step	Action
3	<p>The selected address will display with the current information.</p> <div data-bbox="352 524 1295 1081" style="border: 1px solid blue; padding: 5px;"> <p><b>Edit Home Address</b></p> <p>Change As Of <input type="text" value="02/24/2021"/> </p> <p>Country <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="2800 Vision Lane"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Westview"/> State <input type="text" value="NJ"/>  New Jersey</p> <p>Postal <input type="text" value="07660"/></p> <p>County <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

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## Updating Home or Mailing Address, Continued








Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>The <b>Change As Of</b> date defaults to the current date. This may be left as is or changed to a future date. <b>Overtyp</b>e the address as appropriate. Do <b>NOT</b> use any special characters when entering an address. Once the address has been entered, click <b>Save</b>.</p> <p><b>NOTE:</b> If the address to be entered is not within the United States, click <b>Change Country</b> and select the country from the list provided. Once the address has been entered, click <b>Save</b>.</p> <div data-bbox="352 779 1278 1339" style="border: 1px solid blue; padding: 5px;"> <p><b>Edit Home Address</b></p> <p>Change As Of <input type="text" value="02/24/2021"/> </p> <p>Country United States <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="1234 Avengers Lane"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Esopus"/> State <input type="text" value="NY"/>  New York</p> <p>Postal <input type="text" value="12429"/></p> <p>County <input type="text" value="Ulster"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>
<p><b>5</b></p>	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> <div data-bbox="352 1413 743 1704" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address</p> <p><b>Save Confirmation</b></p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p> </div>

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## Updating Home or Mailing Address, Continued

Procedures,  
continued

Step	Action																		
6	<p>The Home and Mailing Address page will display with the new home and/or mailing address. Repeat Steps 2–5 to edit another address. To exit, click the <b>Home</b> button in the upper right corner of DA or click <b>Return to CG AD Self Service: Employee</b>.</p> <div data-bbox="359 636 1370 1115" style="border: 1px solid blue; padding: 5px;"> <p><b>Home and Mailing Address</b> Wanda Maximoff</p> <p><b>Addresses</b></p> <table border="1" data-bbox="359 723 1358 976"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/24/2021</td> <td>USA</td> <td>1234 Avengers Lane Esopus NY 12429</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/21/2020</td> <td>USA</td> <td>1234 Avengers Lane Esopus, NY 12429</td> <td></td> </tr> </tbody> </table> <p>*Address Type <input data-bbox="560 987 762 1021" type="text"/>  <input data-bbox="820 987 948 1021" type="button" value="Add"/></p> <p>Required Field</p> <p><a href="#">Return to CG AD Self Service: Employee</a></p> </div>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/24/2021	USA	1234 Avengers Lane Esopus NY 12429		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	
Address Type	Status	As Of	Country	Address	Edit														
Home	Current	02/24/2021	USA	1234 Avengers Lane Esopus NY 12429															
Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429															

## Adding a Thrift Savings Plan Mailing Address

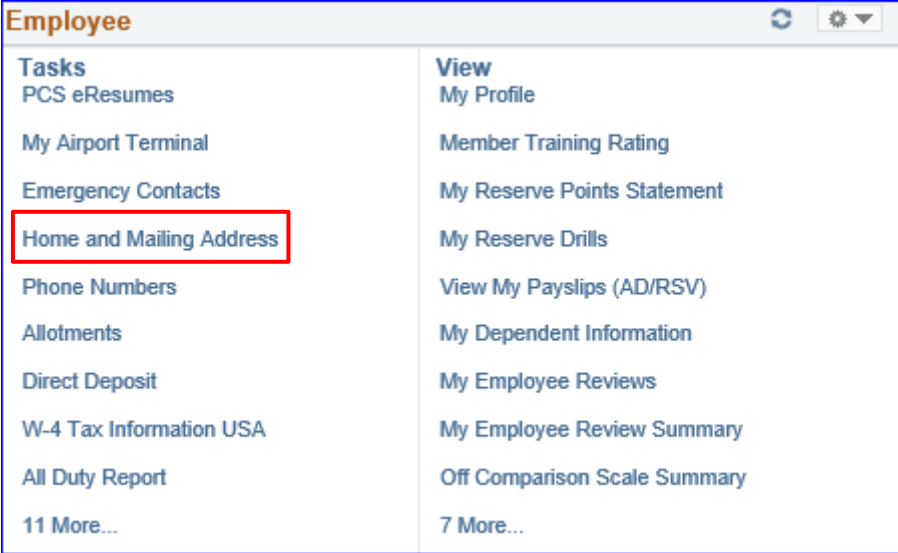
**Introduction** This section provides the procedures for a member to add a Thrift Saving Plan (TSP) mailing address in Direct Access (DA).

**Important Information** All TSP participants must add a TSP mailing address to DA prior to enrolling in TSP; or if already participating, before they can change any contributions. The TSP mailing address may be the same as the member’s home and/or mailing address.

**IMPORTANT RULES:**

- Ensure there are no blank spaces at the front of the address.
- Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.).
- The address line (i.e. number and street) cannot exceed 25 characters.









**Procedures** See below.

Step	Action
1	<p>Select <b>Home and Mailing Address</b> under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with two columns: 'Tasks' and 'View'. Under 'Tasks', the following items are listed: PCS eResumes, My Airport Terminal, Emergency Contacts, <b>Home and Mailing Address</b> (highlighted with a red box), Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More... Under 'View', the following items are listed: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>

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## Adding a Thrift Savings Plan Mailing Address, Continued

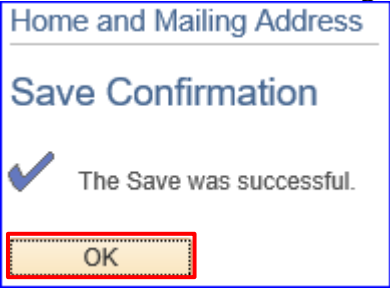
Procedures,  
continued

Step	Action																								
<p><b>2</b></p>	<p>The member's current home and mailing addresses will be displayed. To add a TSP mailing address, select <b>TSP</b> from the Address Type drop-down and click <b>Add</b>.</p> <p><b>NOTE:</b> If the member already has a TSP mailing address listed but it needs to be changed, click the <b>pencil</b> icon located under the Edit column for the TSP address.</p> <div data-bbox="316 645 1252 1108" style="border: 1px solid blue; padding: 5px;"> <p><b>Home and Mailing Address</b> Wanda Maximoff</p> <table border="1" data-bbox="323 723 1241 958"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/21/2019</td> <td>USA</td> <td>2800 Vision Lane Westview, NJ 07660</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/21/2020</td> <td>USA</td> <td>1234 Avengers Lane Esopus, NY 12429</td> <td></td> </tr> </tbody> </table> <p>*Address Type <input type="text" value="TSP"/> <input type="button" value="Add"/></p> <p>Required Field</p> <p><a href="#">Return to CG AD Self Service: Employee</a></p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429	
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<p><b>3</b></p>	<p>The Add Thrift Savings Plan Address page will display. The <b>Change As Of</b> date will default to the current date; this may be left as is or changed to a future date. <b>Enter</b> the address as appropriate and click <b>Save</b>.</p> <p><b>NOTE:</b> Make sure there are no spaces before the Address 1 line and do <b>NOT</b> use any special characters. If the address to be entered is not within the United States, click <b>Change Country</b> and select the correct country from the list provided.</p> <div data-bbox="316 1377 1209 1899" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Thrift Savings Plan Address</b></p> <p>Change As Of <input type="text" value="02/18/2021"/> </p> <p>Country United States <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="1234 Avengers Lane"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Esopus"/> State <input type="text" value="NY"/>  New York</p> <p>Postal <input type="text" value="12429"/></p> <p>County <input type="text" value="Ulster"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>																								

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## Adding a Thrift Savings Plan Mailing Address, Continued

Procedures,  
continued

Step	Action																														
4	<p>A Save Confirmation message will display. Click <b>OK</b>.</p> 																														
5	<p>The Home and Mailing Address page will display with the new TSP mailing address. To exit, click the <b>Home</b> button in the upper right corner of DA or click the <b>Return to CG AD Self Service: Employee</b> link.</p>  <table border="1" data-bbox="304 1055 1374 1420"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>10/21/2019</td> <td>USA</td> <td>2800 Vision Lane Westview, NJ 07660</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/21/2020</td> <td>USA</td> <td>1234 Avengers Lane Esopus, NY 12429</td> <td></td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>02/18/2021</td> <td>USA</td> <td>1234 Avengers Lane Esopus NY 12429</td> <td></td> </tr> </tbody> </table>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	10/21/2019	USA	2800 Vision Lane Westview, NJ 07660		Mailing	Current	02/21/2020	USA	1234 Avengers Lane Esopus, NY 12429		Thrift Savings Plan	Current	02/18/2021	USA	1234 Avengers Lane Esopus NY 12429	
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