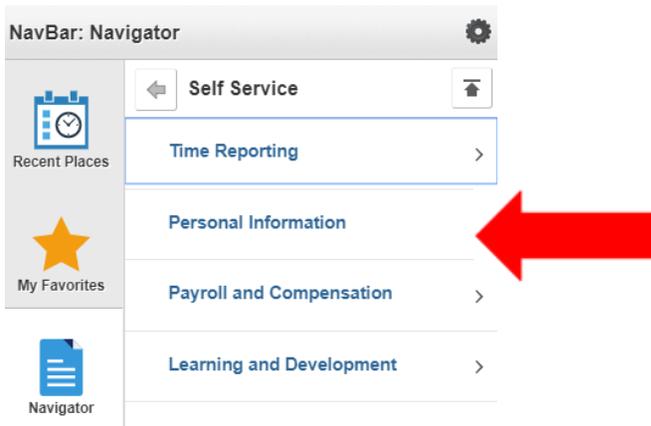


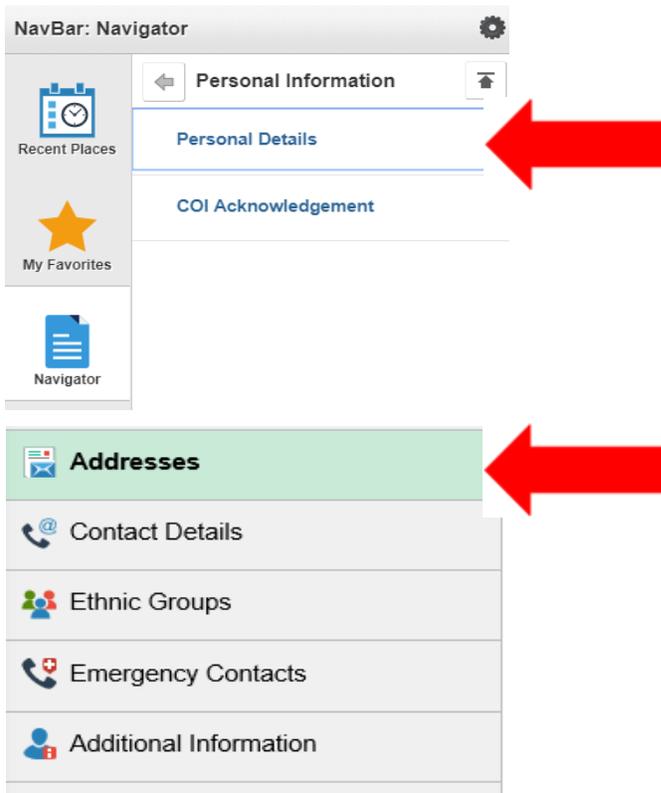
## Reviewing and Updating Home Address Information in HR Direct

It is important to review your current home address on record in the HR Direct System to confirm that your address is accurate and up-to-date.

- To review your home address, log on to [HR Direct](#).
- Click on the NavBar located on the top right of the page. 
- From the NavBar menu, click on "**Navigator**". 
- Click on "**Self-Service**", then "**Personal Information**".



- Then, click "**Personal Details**", then "**Addresses**" and validate that your home address is correct.



- If corrections are needed, click on the address which will bring up the "Address" screen. Click on the "Override" button on the bottom left of the page. Enter in your correct address in the display fields and click the "Save" button on the top right of the page.