

How Do I Update My Address?

To update your home or mailing address you will need to complete the Address Change Form. This form can be found by going to one of the following:

- E Light (O:) Drive → Templates → HR FORMS and INFO → Address Change Form
- <https://www.elightinformation.com/> → HR Portal → Address Change Form
- <https://elight.docagent.net/WFPortal/default.aspx> → Announcements → Address Change Form

Once the form is complete, please return to Human Resources.

ADDRESS CHANGE FORM
TEMPORARY ADDRESS DUE TO JOB LOCATION?

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER (Last Four): _XXX-XX-_____

NEW ADDRESS EFFECTIVE DATE: _____

NEW ADDRESS: _____

CITY/STATE/ZIP: _____

NEW PHONE NUMBER: _____

ALTERNATE NUMBER: _____

Employee Signature

Date

BELOW IS FOR OFFICE USE ONLY:

VISTA

401 (K)

UNITED HEALTHCARE

BERNIE PORTAL

FLEX ACCOUNT