

Update your Mailing address and/or Create a Tax Purposes Address in Umoja

Step 1:

Login to the **Umoja Portal** and select **Employee Self-Service SM**



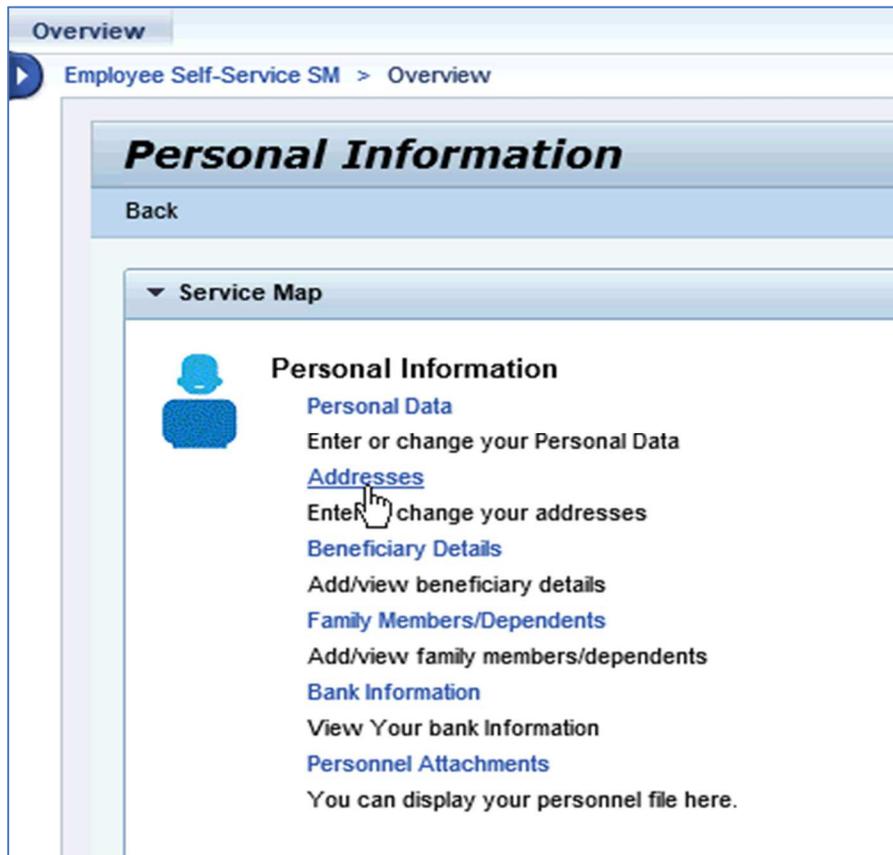
Step 2:

In the **Employee Services** screen, select **Personal Information**



Step 3:

In the **Personal Information** screen, select **Addresses**



Step 4:

In the **Address Data Overview Page**, Edit an Existing Mailing Address.

Select **Edit** to update Mailing Address or Permanent Address



Step 5:

In the **Address Data Overview Page**, Create a New Mailing or Permanent Address.

Select Mailing Address or Permanent Address and enter the required information



Tax Purposes Address

If the mailing address is different from where Tax Communications or Tax checks should be mailed, create a **Tax Purposes** Address.

Step 6:

Select **Tax Purposes** and enter the required information

