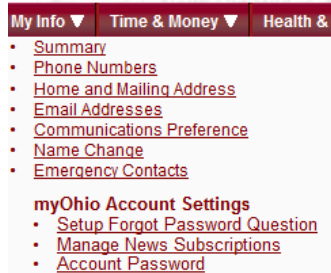


Updating Home & Mailing Address

Step 1 Visit <http://myohio.gov>. Enter your User ID and Password and click **Sign In**.
 For User ID and Password assistance please contact 1-800-409-1205, Option 1.

Step 2 Move your cursor over the **My Info** tab in the top toolbar after logging in.
 Select **Home and Mailing Address** from the drop-down list.



Step 3 Click **Edit** to change and/or update your home or mailing address.

Home and Mailing Address

Julie Brown

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	10/04/2011	USA	10276 Boxer Road PICKERINGTON, OH 43147	

*Address Type:

* Required Field

Step 4 Click **Save**.
 Click **OK**.

Enter the address information.

Change the effective date of the address change, if applicable.

Note: When entering the county, click on the magnifying glass to see the list of acceptable options.

Edit Home Address

Change As Of: (example: 01/31/2000)

Country:

Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Effective July 1, 2011, the Home Address Policy was created. A PO Box may not be listed as a Home address value. The home address is used for purposes of assigning medical coverage and local tax liability. Please use the following steps to enter a Mailing address if you would prefer that all employer communications are sent to a PO Box.

Step 4

To create a mailing address, select **Mail** in the Address Type drop-down.

Click on **Add**.

Home and Mailing Address

Julie Brown

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/08/2012	USA	1296 Bender Pl Pickerington, OH 43147	

*Address Type:

* Required Field

Step 5

Enter the address information.

Update the effective date of the address change, if applicable.

Click **Save**.

Click **OK**.

Note: When entering the county, click on the magnifying glass to see the list of acceptable options.

Add Mailing Address

Change As Of: (example: 01/31/2000)

Country:

Address 1:

Address 2:

Address 3:

City: State: Ohio

Postal:

County:

Step 6

Review the entries before navigating away from this page.

Home and Mailing Address

Julie Brown

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	12/08/2012	USA	1296 Bender Pl Pickerington, OH 43147	
Mailing	Current	12/08/2012	USA	PO Box 3510 Pickerington, OH 43147	

An email confirming you have submitted a change will be sent to your email on file.

When finished, use the navigation bar to move to a different section of myOhio.gov or click Sign Out.