





MAILING ADDRESS CHANGE PROCESS

Document

 **Account type** 

Individual 

 **Name and address**

Name

Address line 1

Address line 2

City

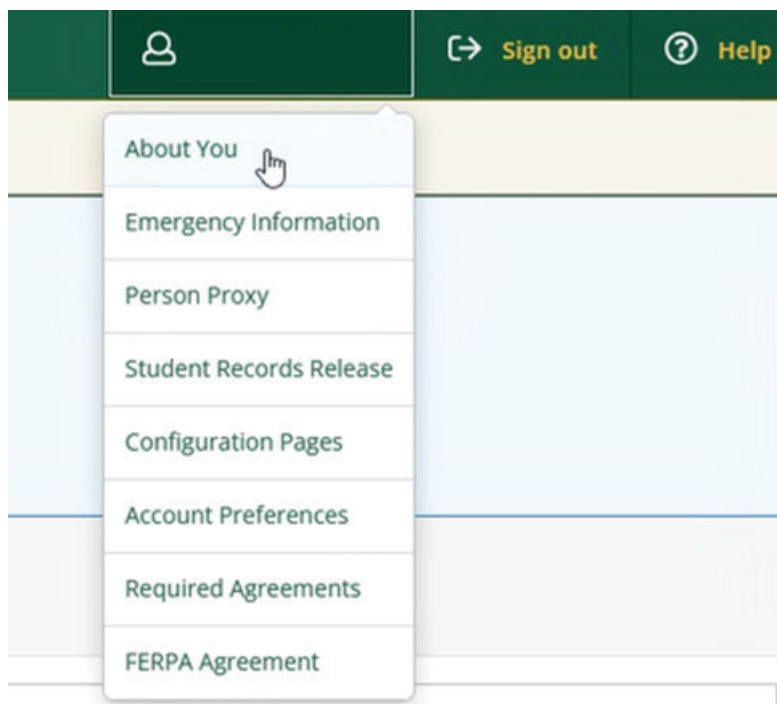
Postal code

Phone number (optional)

1. Navigate to [eLion Self-Service](#).
2. Access “About You” in one of the following ways:

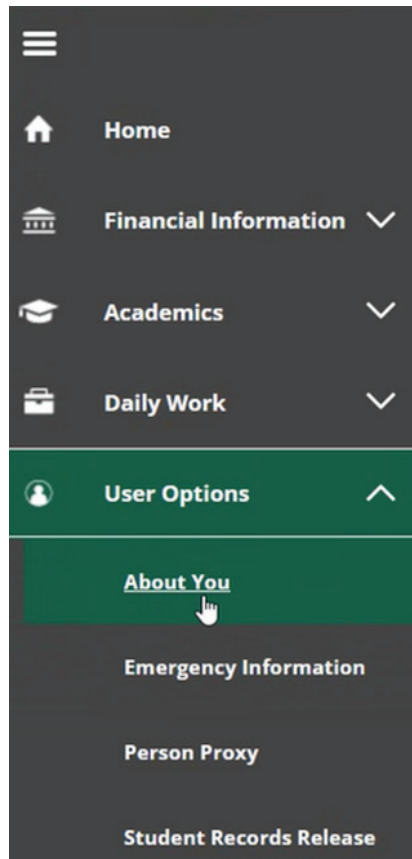
OPTION 1:

- a. In the upper right-hand corner, click on your name.
- b. Select “About You.”



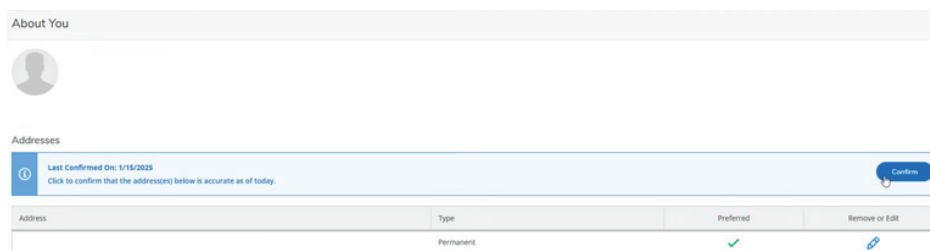
OPTION 2:

- a. Choose “User Options” from the drop-down menu on the left-hand side.
- b. Click on “About You.”



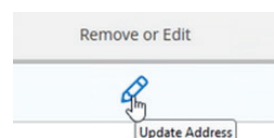
3. Review your displayed information.

4. If your information is accurate, click the “Confirm” button.

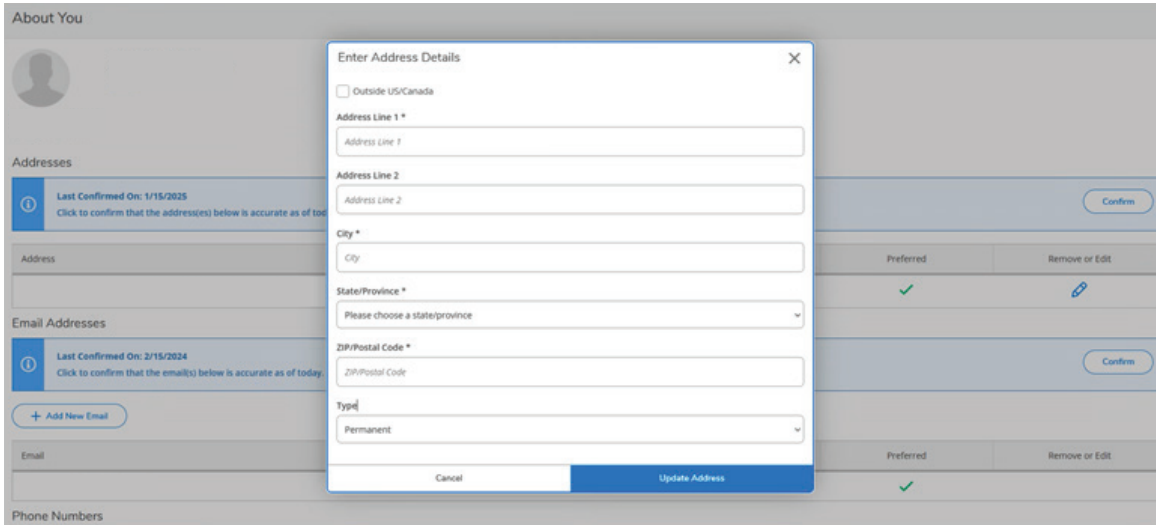


5. If your information needs to be updated:

- Click on the pencil icon (hovering over it will display “Update Address”).



6. A new box will pop up; change your information as needed and click “Update Address.”



The screenshot displays the 'About You' profile page with a modal window titled 'Enter Address Details' open. The modal contains the following fields and options:

- Outside US/Canada
- Address Line 1 *
Address Line 1
- Address Line 2
Address Line 2
- City *
City
- State/Province *
Please choose a state/province
- ZIP/Postal Code *
ZIP/Postal Code
- Type
Permanent

At the bottom of the modal are 'Cancel' and 'Update Address' buttons. The background shows the 'Addresses' section with a 'Confirm' button and a 'Preferred' status indicator.

7. Double-check that the new address saved correctly. It will appear under the “Address” section.