Step 1:

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

umuja						
	orward F History Favorites	Personalize View Help				
Home	Employee Self-Service SM	User Provisioning				
Overview						
Home > Overview						

Step 2:

In the Employee Services screen, select Personal Information

umtija						
HBack Forward ► History Favorites Personalize View Help						
Home Employee Self-Service SM User Provisioning						
Overview						
Employee Services Map Directory Index						
Status Overview You can display an overview of the status of your open processes here.	Personal Information					

Step 3:

In the Personal Information screen, select Addresses

01	vervie	w	
	Emplo	yee Self-Se	rvice SM > Overview
		Perso	nal Information
		Back	
		▼ Servic	е Мар
			Personal Information
		ALL	Personal Data
			Enter or change your Personal Data
			Addresses
			Enter change your addresses
			Beneficiary Details
			Add/view beneficiary details
			Family Members/Dependents
			Add/view family members/dependents
			Bank Information
			View Your bank Information
			Personnel Attachments
			You can display your personnel file here.

Step 4:

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

Select Edit to update Mailing Address or Permanent Address

Address Data Overview Page							
→ A	ddress Data	C Mailing Address	Permanent Address	C Emergency Contact	P Duty Station	TDY Address	🕜 Tax Purposes
Ad	idress Data						
屘	Address type				Ed	lit	Delete
	Mailing Address				d,	η	
	Permanent Addres	\$ 5			1	\$	Û

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

Address Data Overview Page							
▼ Address Data	Mailing Address Permanent Addr	ess 🔓 Emergency Contact	C Duty Station	C TDY Address	C Tax Purposes	Family Address (Prior DS)	
Address Data							

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

Address Data Over	view Page
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▼ Address Data	C Mailing Address	Permanent Address	C Emergency Contact	P Duty Station	TDY Address	Tax Purpos	es Family Address (Prior DS)
						6.1	