

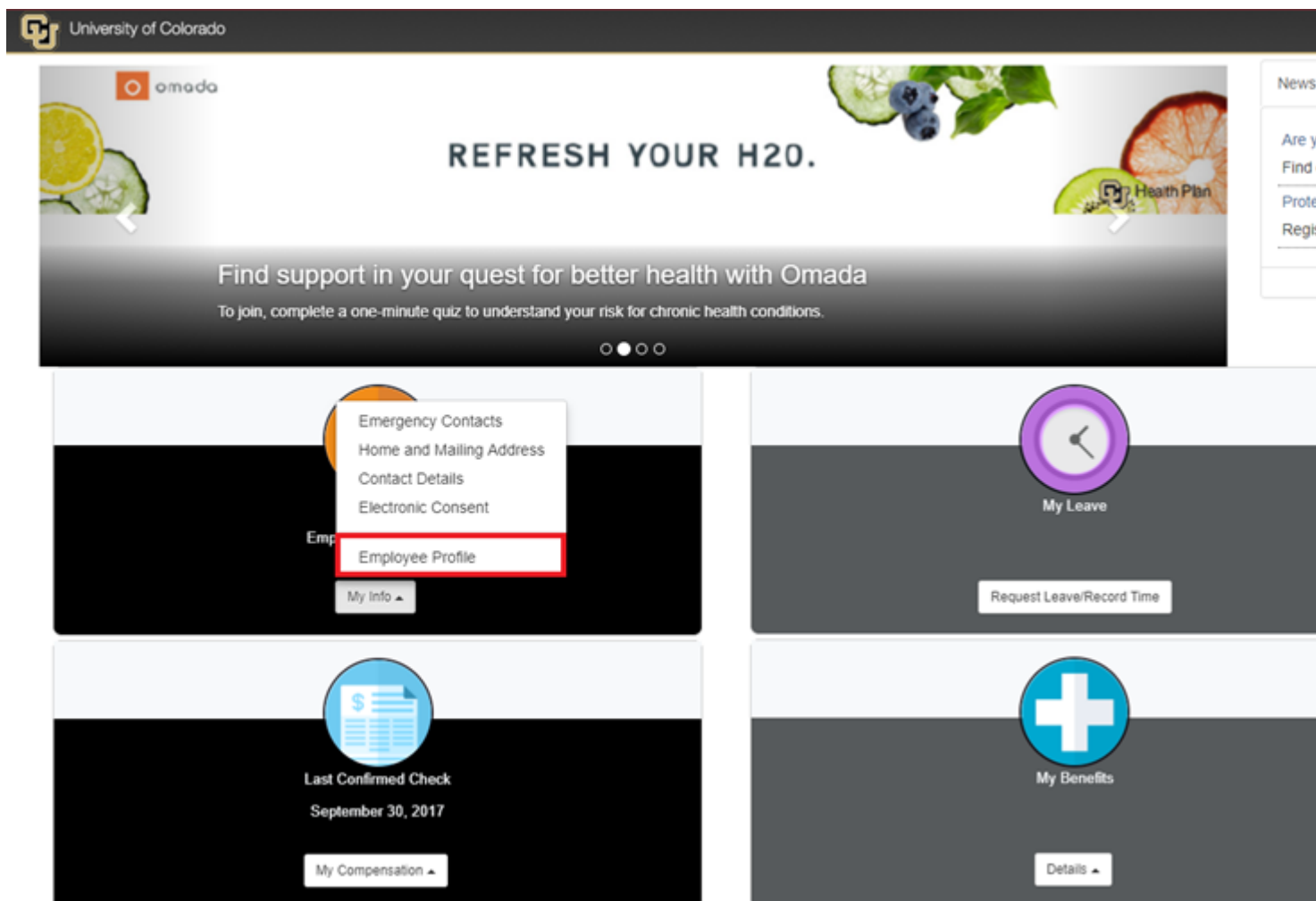
Update or verify your addresses before Jan. 5 [1]

November 29, 2017 by [Employee Services](#) [2]

The wind up to 2018 has begun, bringing with it important deadlines. To ensure you receive important documents such as the W-2 error-free and on time, **verify or correct your addresses in the employee portal by Jan. 5.**

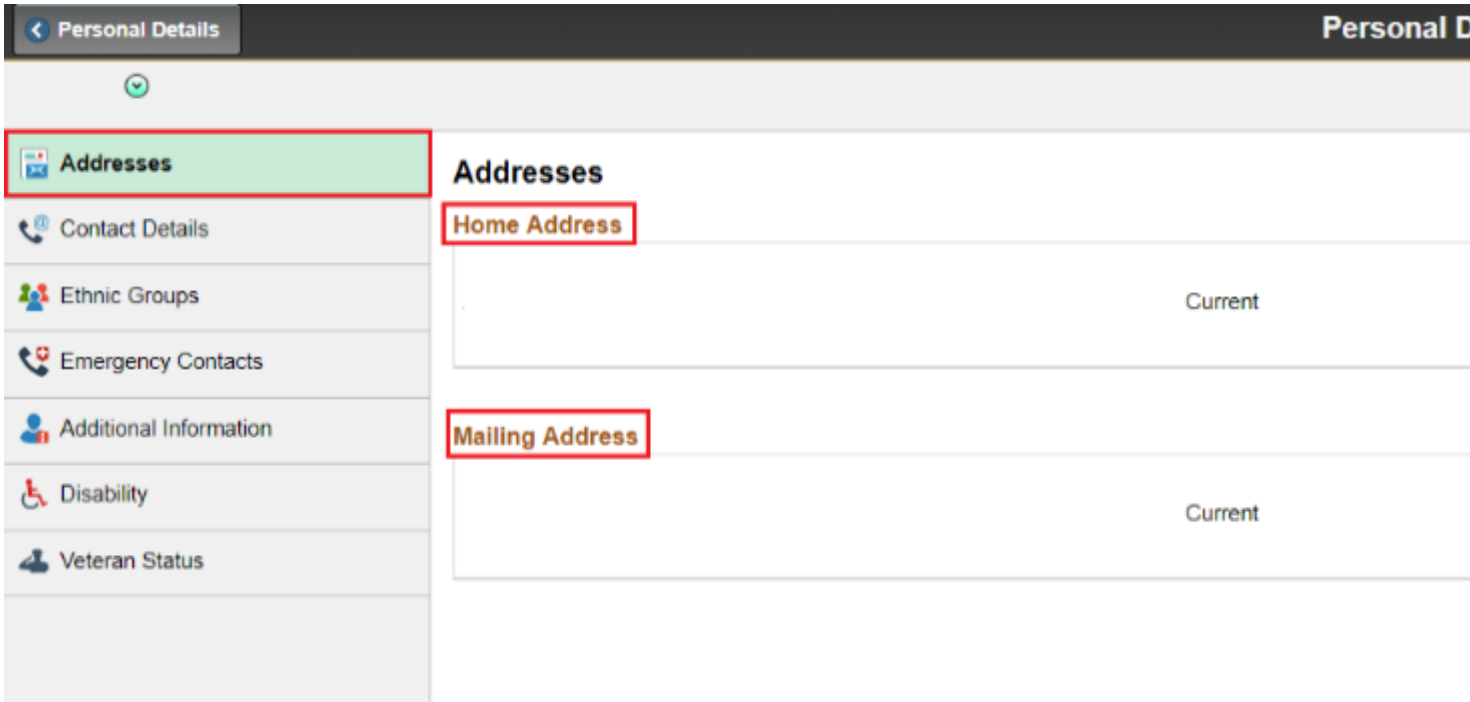
Use the following steps to begin (**Note:** Click on any image to enlarge it):

1. Log into the [portal](#) [3], select **My Info** and choose **Employee Profile** from the menu.



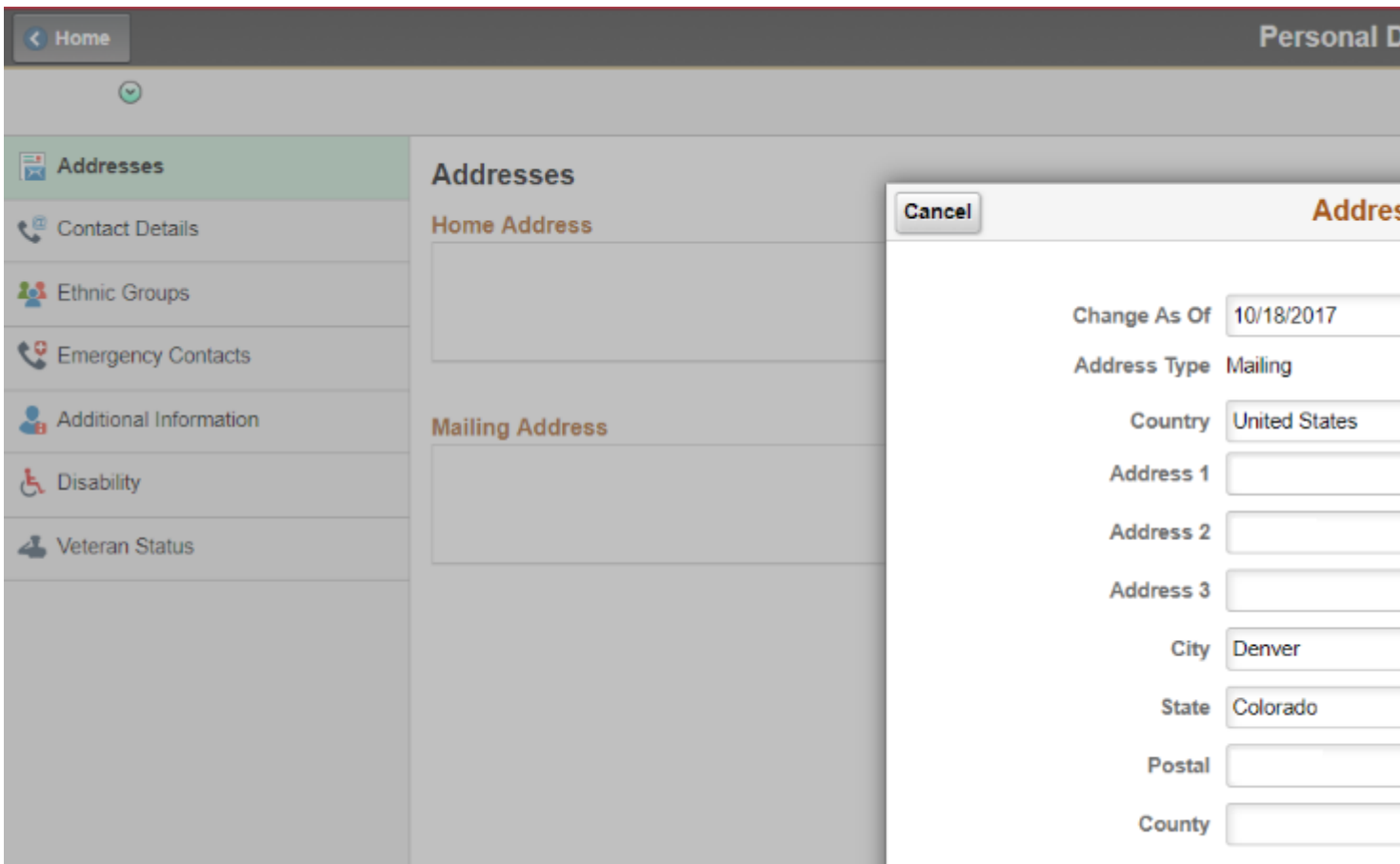
[4]

2. Review your mailing and home addresses.



[5]

3. If they are not correct, update them by clicking on the **Home Address** and **Mailing Address** boxes.
4. The following screen will populate allowing you to update your information and save it.



[6]

Learn more

To learn more about important year-end deadlines and review 2018 tax rates and contribution limits, [visit the Employee Services website](#) [7].

[year-end](#) [8], [address](#) [9]

Display Title:

Update or verify your addresses before Jan. 5

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Links

[1] <https://www.cu.edu/blog/work-life/update-or-verify-your-addresses-jan-5>

[2] <https://www.cu.edu/blog/work-life/author/10695>

[3] <http://my.cu.edu/>

[4] https://www.cu.edu/sites/default/files/Portal%20Homepage_1.png

[5] https://www.cu.edu/sites/default/files/Personal%20Details_1.png

[6] <https://www.cu.edu/sites/default/files/Personal%20Details%20Addresses.png>

[7] <https://www.cu.edu/employee-services/year-end-tax-reminders>

[8] <https://www.cu.edu/blog/work-life/tag/year-end>

[9] <https://www.cu.edu/blog/work-life/tag/address>