

Employees are no longer able to change their home/mailling addresses or employee phone number and emergency contact information through Employee Self Service from the Blue Page. When an employee accesses Employee Self Service, the link - "Employee Change of Address" is accessible, however the following message appears:

EMPLOYEE INFORMATION

"The system has indentified you as a user of the new Human Capital Enterprise System. To update your address and emergency contact data you must select this link <http://blue.usps.gov> and log into Blue using your ACE I.D. and password by selecting the **"Log On"** link on the top left of the page. Next, select the **"My Life"** tab to access **"My Profile"** at the top right side of the page. Under this heading you can select the **"Address/Phone"** link to update your home, mailing address and telephone number or the **"Emergency Contact"** link to update your emergency contact information."

Updates to an employee's address and/or emergency contact data are no longer available through the Blue Page, unless it is for the individual who logs on with their ACE ID and password. (For example: Postmasters, Managers, Supervisors, etc., are not able to allow their employees to update their address or emergency contact data on their office computers as they did in the past.)

Efforts are in progress to allow employees to change their address and emergency contact data through LiteBlue. A target date on when this will be available through LiteBlue is not yet determined. In the meantime, employees who do not have access to Blue with an ACE ID and password, must use a Kiosk (if available) or complete PS Form 1216 (link indicated below),

<http://blue.usps.gov/formflow/xft/psform1216.xft>

and mail the form to Shared Services using the following address:

USPS HRSSC
Attn: Benefits/Compensation
PO Box 907400
Greensboro NC 27497-0400

Please make sure the employee keeps a copy of Form 1216 and annotates the date it was forwarded to Shared Services. If an employee is experiencing problems in getting his/her mailing address and/or emergency contact information updated, please have them contact Shared Services at 1-877-477-3273, option 5. Employee should always request a "remedy ticket number" before ending the telephone call with Shared Services. This remedy ticket will assist in getting the issue documented and resolved at Shared Services.



How to Change Your Employee USPS Address of Record

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PLEASE NOTE: You **cannot** change your USPS address of record from your home computer as of July 2006.

To change your address for your USPS employee records you can:

1. From a **Postal Service computer**, click on Employee Self-Service and then select Employee Change of Address.
2. From a USPS Kiosk (located within many USPS facilities) click on employee Change of Address.
3. Submit PS Form 1216 to your servicing personnel office

4. Submit PS Form 1216 to:

HRSSC/Compensation & Benefits
PO Box 970400
Greensboro, NC 27497-0400

5. Fax your PS Form 1216 to: HRSSC/Compensation & Benefits at (651) 994-3543 or 336-662-4070
Please note: These fax numbers have not been confirmed. Any USPS Employee Kiosk should be able to provide you with the current HRSSC fax for employee change of address.

6. If you experience difficulties with the system using option 1 and 2, use options 4 or 5 above or call HRSSC at 1-877-477-3273 option 5 if you have any questions.

Source: USPS HRSSC Staff

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