



## How to update addresses and personal information

### 1. Go to "My Profile" from the Quick Links.

The screenshot shows the BenefitWallet user interface. The top navigation bar includes 'Home' and 'Log Out' buttons. Below this is a secondary navigation bar with 'My Account', 'Claim Center', 'Communication Center', 'FAQs', and 'Help Center'. A 'QUICK LINKS' sidebar on the left lists various account management options. The main content area displays 'Account Information' for user GLEN, including a table of account balances and a 'My Spending by Category' pie chart. A 'Recent Claims' table is also visible. The 'My Profile' page is highlighted, showing sections for 'Email addresses', 'Phone numbers', 'Addresses', and 'Alternate Contact Info', each with an 'Update' button. A callout box points to these buttons with the text: 'Select the "update" button to edit the current information.'

Account Name	Status	Balance
HSA	Active	\$22,185.37


  

Claim ID	Vendor	Provider
724034	Reimb	
722136	Dr. C	
722175	Dr. B	

<p><b>Email addresses:</b></p> <p>(Primary)</p> <p><a href="#">Update Email &amp; Phone Info</a></p>
<p><b>Phone numbers:</b></p> <p>There are no phone numbers on file for this account</p> <p><a href="#">Update Email &amp; Phone Info</a></p>
<p><b>Addresses:</b></p> <p><a href="#">Update Address Info</a></p>
<p><b>Alternate Contact Info:</b></p> <p>There are no alternate contacts for this account</p> <p><a href="#">Update Alternate Contact Info</a></p>

## 2. Update and submit information.

HomeLog Out

[My Account](#) [Claim Center](#) [Communication Center](#) [FAQs](#) [Help Center](#)

### Update Account Address

**Accountholder Address**

Your Address on file is below. To update one or both addresses, select EDIT, update the information and select Submit to save changes.

**Current Mailing Address**

This is the address to which account information will be mailed including statements, tax forms and other important information. It may be a PO Box. It could be the address at which you regularly receive your mail.

Address Line 1 :   Edit

Address Line 2 :

City :

Foreign Address :

State :

Zip :

**Current Residential Address**

This address may NOT be a PO Box.

Address Line 1 :   Edit


Address Line 2 :

City :

Foreign Address :

State :

Zip :



©2014 Xerox HR Solutions, LLC. All rights reserved.