

## Changing Your Home Address @ Garrett and with Benefit Providers

If you need to change your home address at Garrett, you currently have to change it in multiple places. We are working to streamline this during 2020 to minimize the number of places you need to contact, but for now here is the list.

### ***Payroll/ADP***

- Log in to <https://www.workforcenow.adp.com>
- Select Myself/My Information/Profile
- Once in the Profile screen, look for the “Personal Information” box
- At the bottom of that box select “View More” and a box will appear at the right side of the screen
- You can enter your new address in the fields provided
- Then select “Save.”

### ***Jenzabar***

If you have access to Jenzabar, you can update your address in Jenzabar yourself. If you don't have access to Jenzabar, then if you are a faculty member, please contact the Senior Administrator of Academic Affairs to make this update. If you are a staff member, then contact the Assistant VP for Human Resources to make this update.

### ***Great Plains/Expense Reimbursement Checks***

Email [ap@garrett.edu](mailto:ap@garrett.edu) with your new address.

**If you are a benefits-eligible employee, you also need to update your address with our benefits providers. Please note, once we have direct carrier connections set up in ADP this will minimize the number of benefit providers you need to access to change your address. We hope to have direct carrier connections in place by no later than October 2020.**

### ***Blue Cross Blue Shield of Illinois***

If you are on our medical plan, you need to log into your account on Blue Cross Blue Shield of Illinois's website <https://www.bcbsil.com/> to change your address with them. You can also contact the customer service number on the back of your medical insurance card.

### ***Benefits Connect/All MetLife Benefits***

If you are on our dental insurance; vision insurance; short-term disability; life insurance; or voluntary employee, spouse, or child life insurance plans, you will need to update your address in Benefits Connect. This will update your address with MetLife.

- The Benefits Connect website is: <https://enroll.benefitsconnect.net/Login/V2>.
- Once logged in select personal information.
- A new appears enabling you to type in your new address
- Then select "Save."

### ***Medical and Dependent Flexible Spending***

If you have a medical or dependent care flexible spending account, you will need to:

- Login to Basic at <https://basic.lh1ondemand.com/Login.aspx?ReturnUrl=%2f>.
- Select your name at the top of the screen and then select "Profile Summary."
- Then "Update Profile"
- Enter your new address.
- Select "Submit."

### ***Health Savings Account***

If you have a Health Savings Account, you will need to:

- Login to Health Savings Bank at <http://www.hsabank.com/hsabank/homepage>
- Select your name at the top of the screen and then select "Profile Summary."
- Then "Update Profile"
- Enter your new address.
- Select "Submit."