


How to update your mailing address

Please update your mailing address to ensure you receive important information surrounding team member total rewards throughout the year.

If you are based in the Midlands:

- Access mySelf Service by clicking on the mySelf Service icon , located on your Prisma Health issued PC or laptop.
- Log in using the same username and password you use to log in to your computer.
- Click on *address/phone/preferred name update*, located under *personal details*.
- Enter your new address information in the template and click the *update* button.
- Once you have finished your session, log out using the *logout* button, located in the top-right corner. This ensures your data remains private.

**Mac users access mySelf Service through Citrix.*

**All team members will need to access mySelf Service through Internet Explorer only.*

If you are based in the Upstate:

- Access eNet by clicking on the eNet link from the Plexus home page.
- Log in using the same username and password you use to log in to your computer.
- Click on the *change of address* link in the personal information section of eNet employee self-service.
- Enter your new address information in the form provided and click the *update* button.
- Once you have finished your session, log out using the *logout* button, located in the top-right corner. This ensures your data remains private.