



250 E. 200 S. Suite 125, Salt Lake City, Utah 84111

Employee Name
Address (Including APT if Applicable)
City, State ZIP Code

Is the address shown above your current home address? If yes – perfect! 😊

To verify your address is correct with the US Postal Service, visit the [Look Up a ZIP Code](#) webpage.

If not, please take a moment to **update your HOME address** in the University's system by following the steps below:

- Log into [CIS](#) with your UID and password
- In the search bar at the top, type "Change Bio/Demo Info"
- Click on that tile, then select the arrow on the right-hand side of your address block
- Enter your current home address – be sure to include your apartment number if you have one
- Click "Save"

That's it – easy!

While you're there, you can also use the tabs on the sidebar to update your phone number, email address, chosen name, and **emergency contacts**.

Please help us keep our records up to date.

Wishing you continued health and wellness,

University HR Management – Benefits Team