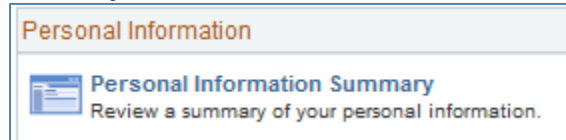


Welcome back, students!

Please take a minute to verify your home address to ensure any paper checks or tax documents are mailed to the right address!

1. Go to eprofile.osu.edu (or Buckeye Link) and click on Personal Information Summary.



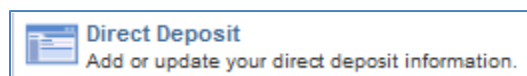
2. Review your Home/Current address.
 - a. If it is correct, no further action is needed.
 - b. If it needs to be updated with your address for this year:
 - i. Click on Change Home/Mailing Addresses.



- ii. Click on the pencil icon on the Home/Current line.

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Business	Current	01/02/2013	USA	1800 Cannon Drive 1140 Lincoln Tower 1140 Columbus OH 43210 Franklin	
Home/Current	Current	05/12/2012	USA		

- iii. Make the necessary changes, being sure to list the appropriate effective date if your address change is in the future.
 - iv. Click the Save button.
 - v. Confirm that the correct address is now on your Home/Current line.
3. While you are in eProfile, take the opportunity to ensure your previous direct deposit information is still in the system OR sign up for direct deposit and never miss another check to lost mail! You can do both by clicking the Direct Deposit icon.



Have a wonderful year!