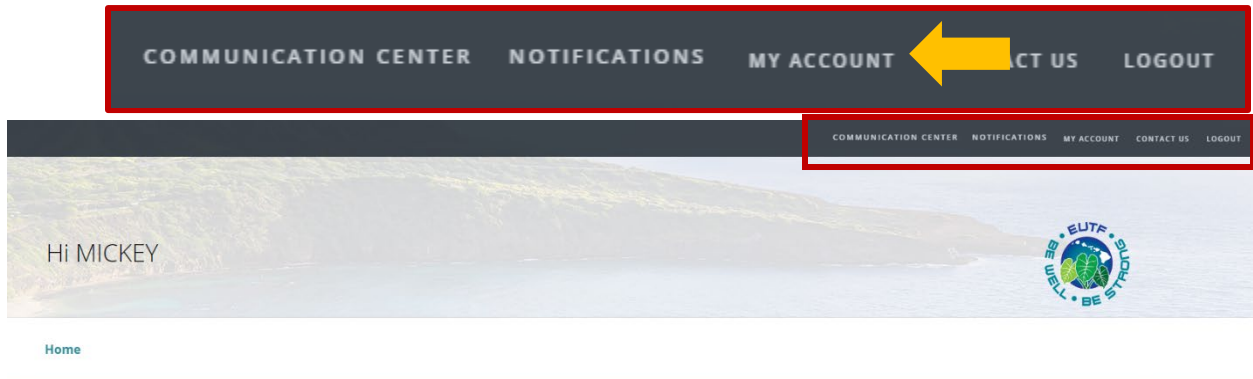
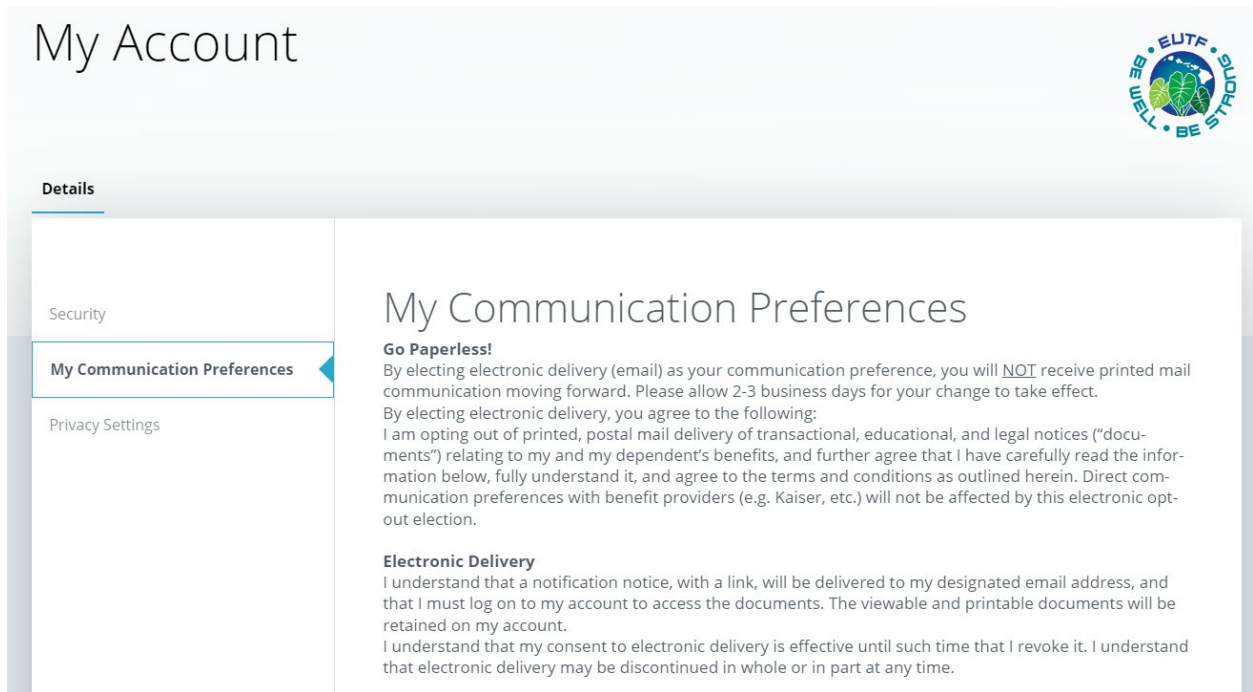


Member Self-Service Portal- Update Your Contact Information

1. Once you've registered and logged into the Member Self-Service Portal, you'll be directed to the home page. Click [My Account](#) under Life Events.



2. Click [My Communication Preferences](#).



3. Scroll down to view your [Communication Delivery](#) preference. All members are defaulted to Mail delivery. Select [Email](#) if you prefer to receive an email notification when a new notice is available to view in your account. Click [Save Changes](#) after making your selection.

COMMUNICATIONS DELIVERY



Save Changes



4. Scroll down to view your **Email Collection**. Enter your personal email only. Set your preferred email option to **Personal**. Click **Save Changes** after entering your email.

EMAIL COLLECTION

PERSONAL



WORK

PREFERRED EMAIL OPTION



5. Scroll down to view your **Phone Collection**. Enter your phone numbers. Set your preferred phone number. Click **Save Changes** after entering your email.

PHONE COLLECTION

HOME

WORK

MOBILE



PREFERRED PHONE NUMBER



6. Scroll down to view your **Address Collection**. Review your **Physical Address** and **Mailing Address** if different from your Physical Address. If your address is incorrect, please see below for address updates.

IMPORTANT: Your address must be updated with your employer. Please contact your Human Resources Department to update your address.

State Executive Branch, Legislature, OHA, HHSC Employees: You must update your address through Hawaii Information Portal (HIP).

ADDRESS COLLECTION

Mailing Address

ADDRESS 1

ADDRESS 2

CITY

STATE

COUNTRY

MAILING INDICATOR

ZIP CODE

Physical Address

ADDRESS 1

ADDRESS 2

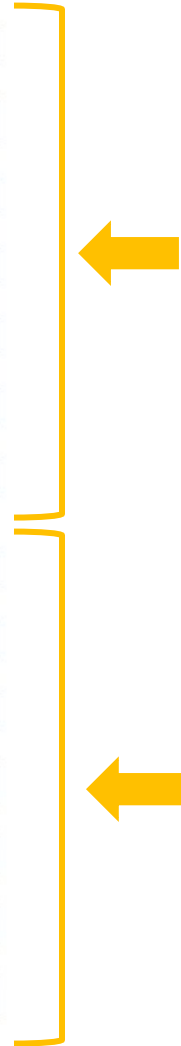
CITY

STATE

COUNTRY

MAILING INDICATOR

ZIP CODE



Save Changes 