**How Civilians Update Their Mailing Address**

Air Force-serviced civilian employees should immediately notify the following when their mailing address changes:

**Your Defense Finance and Accounting (DFAS) payroll office:**  This will update your address in the Personnel and Payroll systems.  There are two ways to update your address with DFAS:

(1) By logging in to your My-Pay Account:  <https://mypay.dfas.mil/mypay.aspx>

Once logged in, the Main Menu will appear.  Under Pay Changes, select Correspondence Address.

(2) By submitting the address change to your local DFAS customer service representative.

(3) The My-Pay Address update will flow to the AF Benefits & Entitlements Office at Randolph AFB and to TSP.

**Federal Employees Health Benefits (FEHB):**  IF enrolled, call your FEHB plan provider and give them your new address.  The phone number for your health plan is on the back of your enrollment identification card.  Your plan may also allow you to update your address online.  (If your FEHB plan refuses to accept your change of address by phone, call and speak with a BEST 1-800-525-0102 or DSN 665-0102, Option 2 for CIVs, then Option 3 for Benefits.)

**Federal Employees Dental and Vision Insurance Program (FEDVIP):**  IF enrolled, update your address via the BENEFEDS Portal: <http://www.benefeds.com>

Log in, and click the View/Edit Profile button under My Profile.  Or, if you prefer, you may speak with a FEDVIP phone representative toll-free at 1-877-888-3337, TTY 1-877-889-5680.

**Thrift Savings Plan (TSP):**  Submit your new address to DFAS as described above.  It will automatically update your record at TSP, usually within 2 to 3 weeks of the date the change is submitted.  (This is the only way a current employee may change his or her address with TSP.)  It is critical that you maintain your address current with the TSP.  For example, you may lose your TSP account number, or forget your TSP password or personal identification number, and request TSP to send them to you.  If you move but do not submit your address change, TSP will send them to your old address.

**Flexible Spending Account (FSA):**  IF you are participating in the FSAFEDS program, go to the FSAFEDS web-site: <http://www.fsafeds.com> website and click on My Account Summary.  After logging in, click on Address Information and update your address.  Or, if you prefer, you may speak with a FSAFEDS customer service representative toll-free at 1-877-372-3337, TTY 1-800-952-0450.

**Long Term Care (LTC) Insurance:**  IF enrolled, go to the [LTC](https://www.ltcfeds.com) Website and log in to your online account.  Click on View/Edit Personal Information to update your address.  You may also update your address by contacting LTC Partners toll-free at 1-800-582-3337, TTY 1-800-843-3557.

**DEERS:** Contact the local DEERS/CAC Issuing office, or go to DEERS Self-Service Online (CAC ACCESS) through milConnect to DS Logon: <https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e1s1>

**DCPDS/MyBIZ:** Update Emergency Contact Information in DCPDS/MyBiz

<https://compo.dcpds.cpms.osd.mil/>

**Give your new address and contact info to your immediate supervisor.**