

Checklist for Address Changes

- Notify Human Resources of your new address or make the change in the Employee Online Portal, please use all capital letters in the portal
- Notify any voluntary benefit vendors of your address change, such as Aflac, American Fidelity, or 403b/457 providers
- If you are moving from one county to another, this could have an impact on your medical rates. You can look up health plans by zip code at www.calpers.ca.gov. A link can also be found on the SCOE [website](#).