

Get Ready for Open Enrollment — Update Your Mailing Address

Update your address in PeopleSoft to be sure you receive important information. Your mailing address and email address are used to send:

- 2015 Open Enrollment Information Kit
- 2015 Benefits Enrollment Statements that lists what plans you are eligible for and plan costs for next year
- Benefit Enrollment Announcements and Reminders

Here's How to Update Your Personal Information in PeopleSoft

Visit PeopleSoft at:

- The company Intranet page, Corporate tab, click on the PeopleSoft Self Service icon, or
- <https://hris.goldenliving.com/servlets/iclientservlet/hrprd/?cmd=login>

Your User ID and Password are the same as you use to log into your work computer. Once you are logged into PeopleSoft, you can follow these steps to make your changes: Self Service > Employee > Home > My Personal Information

From this screen, you can update:

- Home/Mailing Addresses
- Email Addresses
- Phone Numbers
- Emergency Contacts

After you enter your personal information and click "Save/Submit", the changes will be made to your file.

If you have any questions or need help, contact the HR Service Center (HRSC) at 800-777-2363 options 2, 2, 1 or Email: HRSC@goldenliving.com.