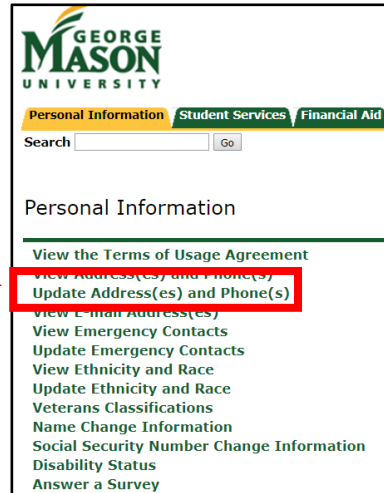
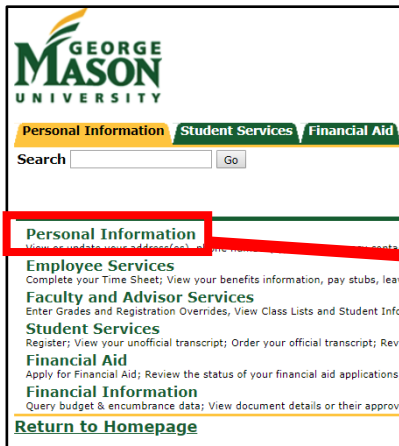
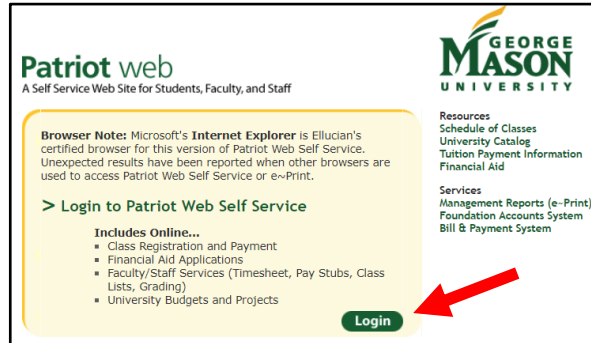


# Address Update in Patriot Web

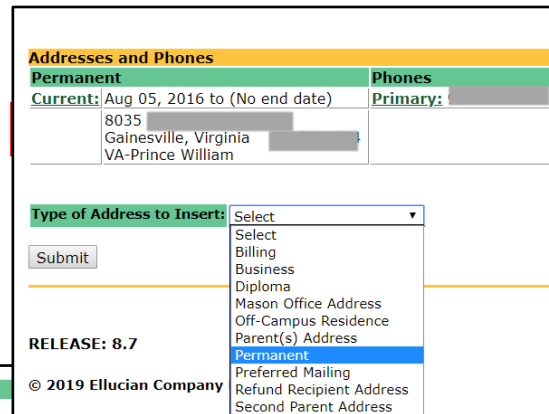
Use this guide to update your Permanent Address or add a Temporary Permanent Address in Patriot Web. This is the address that Accounts Payable will use when mailing a reimbursement check. To enroll in Direct Deposit click here for [Student Direct Deposit](#) or [Employee Direct Deposit](#).

## Step-by-Step

1. Login to <https://patriotweb.gmu.edu/>. (2FA is required, [click here](#) for more info)
2. On the *Personal Information* tab, select "Personal Information" and then "Update Address(es) and Phone(s)."



3. Scroll down to Type of Address to Insert and select "Permanent" and then click "Submit."
4. Enter the updated address. If the address is Temporary, enter a "From" and "To" date at the top. Patriot Web will validate the address.
5. Click "Submit" to complete the change.



<b>Permanent</b>	
Valid From This Date:MM/DD/YYYY	01/17/2019
Until This Date:MM/DD/YYYY	08/20/2019
Address Line 1:	4400 University Dr
Address Line 2:	
Address Line 3:	
City:	Fairfax
State or Province:	Virginia
ZIP or Postal Code:	22030-4422
County:	VA-Fairfax
Nation:	United States of America
Delete this Address:	<input type="checkbox"/>