



How Do I Update My Mailing Address?

For Additional Questions and Answers, visit our [FAQ](#) section

#### Steps: Display Roster

- 1) To access, click ***Display/Edit Roster*** on the left hand side menu on the *MyPractice* Page.
- 2) On the *Provider Data Change Form* tab, select the appropriate MIS/TIN combination. Click ***Go***.
- 3) Click ***Mailing Address***.
- 4) To add a new address, click ***Add***.
- 5) To edit an existing address, click ***Edit***.

#### TIPS:

- HIPAA-compliant.
- For further assistance, use the ***FAQs*** link to access ***Contact Us***.