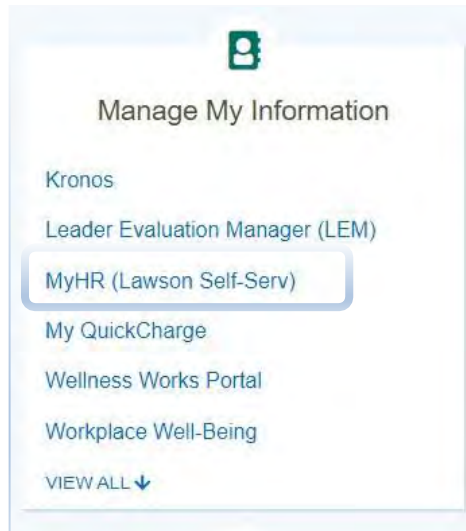
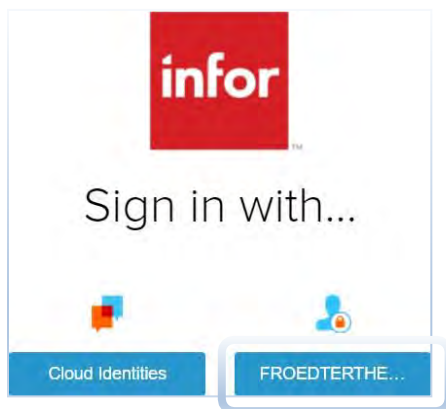


## Updating your Address in My HR (Lawson)

1. From the Scout Home page, click **MyHR (Lawson Self-Serv)** from the Quick Links section on the bottom left.
  - a. To access MyHR from home, please visit [froedtert.com/hr](https://froedtert.com/hr).



2. Select FROEDTERTHEALTH\_PROD as the authentication mode.



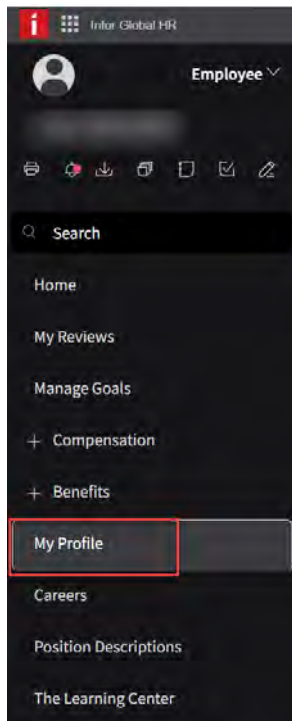
3. Enter your network user ID and password and click Sign in.

Please Logon with Froedtert Account

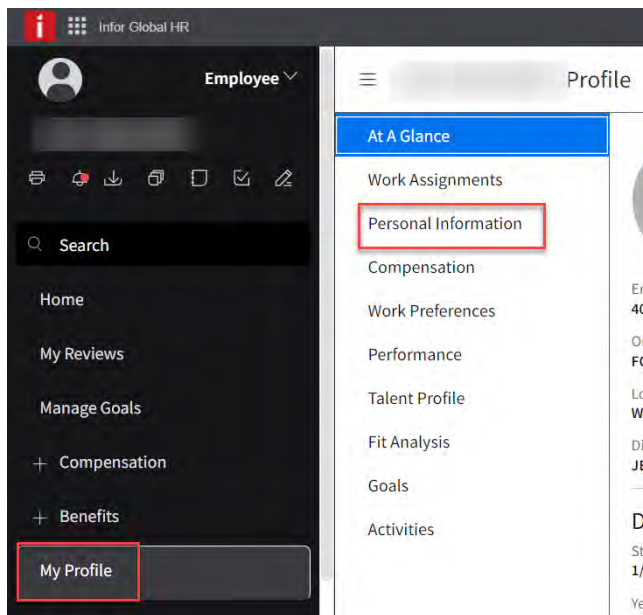
  

Sign in

4. Once you have accessed MyHR, select **My Profile** on the left hand menu.



5. Once on My Profile, click on **Personal Information** tab on the left hand menu.



6. Find the Address section and double click anywhere within the current address line to update.

Addresses ( ... )

<input type="checkbox"/>	Address	City	State	Zip Code	Mailing A...	Residenti...	Active
<input type="checkbox"/>			Wisconsin	53027	Yes	Yes	Yes

7. A window will pop-up in which you will be able to enter your updated address.
  - a. Enter today's date for the effective date. NOTE: If you enter a future effective date, the updated address will not be visible in the system until that date.
  - b. Use all uppercase letters when entering the new address.

Change Address For [REDACTED]

Effective Date \*

Reason

Description

Home

Enter The Address Changes

Country/Jurisdiction

US

United States

Street Address

City

HARTFORD

8. Click **Submit** to save the changes.

Change Address For [REDACTED]

☒ Send Mail To This Address

☒ I Live At This Address

Attachment

Description

Attach Supporting Document

Comment

Cancel

Submit