

# AutoEnroll

## Change of Address

1. Login to AutoEnroll at [www.ppienroll.com](http://www.ppienroll.com).
2. Search for the employee in the search bar and click the magnifying glass.
3. Find and click on the Action button to the right of the employee's name, and select "Edit/Term."

4. Select "Change of Address/Name" from the Life Event Access Rules.

In the popup window, enter in the effective date of the change and click Continue

5. Click the small arrowhead to the left of "About You" to expand that section, and click the Edit button.

6. Enter the new data into the address fields then scroll down the page and click "Next."

On the next page, confirm the change shown in red. You can make further edits, or, if finished, scroll down the page and click "Approve."

7. The confirmation page provides a confirmation number for the transaction.