

Address Change for Benefits Providers

To change your home mailing address used by the University you must use [UNCGenie](#). This address is coded as "PY" (payroll).

In addition to changing your payroll address in [UNCGenie](#), it is necessary to change your address with some of your benefit providers. Instructions specific to each benefit provider are provided below. If you have any questions on this process or need additional assistance, please contact a member of the Benefits team at 336-334-5009.

North Carolina State Health Plan & NCFlex Benefits

To change your address with the health insurance company, log in to the State Health Plan website (<https://uncg.hrntouch.com>). Once you have logged into the site using the instructions on the login page, you may change your personal data by clicking on the following:

- Enroll Now!
- Profile
- Contact Information
- Save

Other Benefits

Benefit/Vendor	Address Change Procedure
401(k)/457(b) - Prudential	Changes to UNCG "Payroll" address pass on to provider.
403(b) - Fidelity, TIAA	Changes to UNCG "Payroll" address pass on to provider.
Teachers and State Employees Retirement System (TSERS)	Changes to UNCG "Payroll" address pass on to provider.
Optional Retirement Program (ORP)	Changes to UNCG "Payroll" address pass on to provider.
MetLife - Life Insurance	Call MetLife at 1-800-523-2894
Met Life - Auto	Call MetLife at 1-800-438-6388
Liberty Mutual Disability	Address change not required
The Standard Disability	Address change not required
SEANC	http://www.seanc.org/index.asp or call 1-800-222-2758
State Employees Credit Union	http://www.ncsecu.org/ or at any local branch.