

# 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

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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

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