



157 MSG

MEMBER CHANGE OF ADDRESS

Cheat Sheet



MilConnect – https://milconnect-pki.dmdc.osd.mil/milconnect/ • Sign in • Select the correct profile, on the top left of the screen • Select “Update and View My Profile” • Scroll through this page and update all necessary information • Click “Submit” at the bottom of the page to save any changes	MyPay – https://mypay.dfas.mil • Sign in • Select “Pay Changes” on the left hand side of the screen • Select “Correspondence Address” • Click on the yellow pencil, to the bottom right of the text box to open the form to edits • Make all necessary correction and select “Continue” • Review all changes and select “Submit” to save all changes
SGLI/FSGLI – https://milconnect-pki.dmdc.osd.mil/milconnect/ • Log into MilConnect • Select the “Benefits” tab • Select “Life Insurance (SOES – SGLI Online Enrollment System)” • Read the consent page and select “Continue” if you consent • Answer any question as prompted and select “Continue” • Select “Edit Beneficiaries” • Click “Edit” next to any fields that require updated information	vRED – https://ww3.afpc.randolph.af.mil/vmpf/ • Log into vMPF • On the left side of the screen, under the “most popular actions” tab, select “Record of Emergency Data” • Select “Next Page” • Next to the “Individual Information” field, select “Edit” • Update all necessary information and select “Save” at the bottom of the screen when complete • Select “Edit” to the right of any necessary emergency contacts who address’ also needs to be changed • Select “Submit” at the bottom of the page • Select “Finalize RED” to save all changes
Citi Bank (GTC) – www.citimanager.com/login • Log in • Select “My Profile” at the top right of the screen • Select “Card Maintenance” from the menu at the left of the screen • Make all necessary corrections and select “Submit” to save all changes	DTS – https://dtsproweb.defencetravel.osd.mil/dts-app/pubsite/all/view/ • Log into DTS • In the top right corner, select click your name • Select “My Profile” • On the left hand side of the screen under the “User Profile” tab, Select “Addresses” • Make any necessary correction, select “SAVE” in the bottom right corner of the screen when complete

BLUF: The maintenance of a current member address is imperative to member readiness and mission success. It is the responsibility of every service member to ensure that their personal information, to include accurate contact information and residential address, is up-to-date across all DoD systems.

*For questions, or if you experience any challenges with any of these process, please contact your 157 MSG Group CSS office at 430-2590 or 430-2592.



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Please follow the below instructions to ensure the successful maintenance of your personal information and change your address.

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