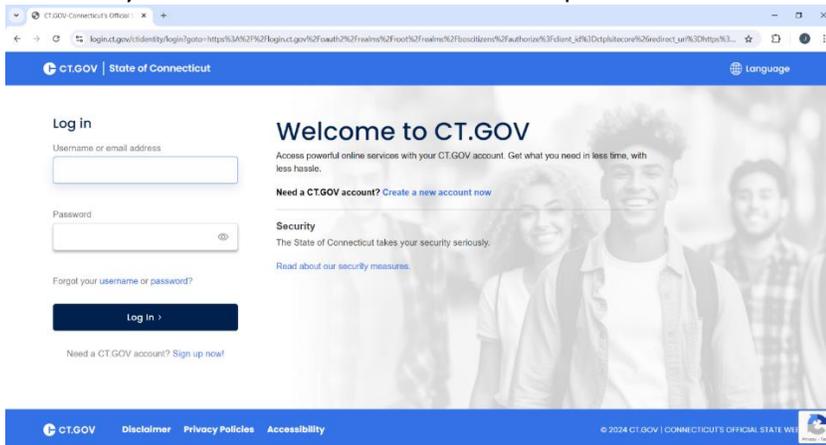


Steps to Update Mailing Address in the Aflac Employee Portal

1. Go to <https://ctpaidleave.org/> and click on the ‘Sign In’ button.

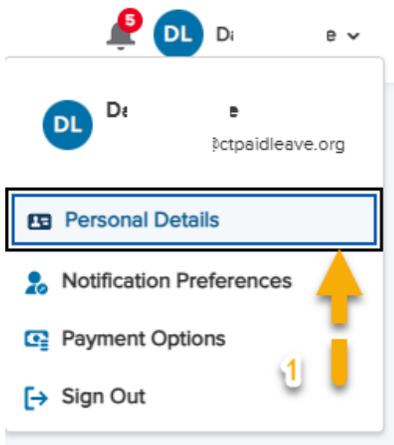


2. Enter your username or email address and password then click the “Log In” button.



You will then go through a Two-Factor authentication process and be redirected to the CT Paid Leave website. **Click your name in the upper right and click Aflac Portal to access your existing account.**

3. Once on the Aflac portal, from the upper right-hand corner, click on the drop-down menu next to your name and select 'Personal Details'.



- From 'My Account Setting', scroll down to 'Mailing Address' from the 'Personal' tab.

My Account Settings

You have full control to manage your own account settings.

Personal Notifications Payment

Personal Information

Demographic information, like your name and address, to help administer your benefits.

Full Name		🔒
Username		🔒
Preferred Email		🔒

- Click on the arrow to the right of the 'Mailing Address' field.

Work Phone		>
Date of Birth		🔒
Age		🔒
Gender		🔒
Race	Prefer not to answer	>
Ethnicity	Prefer not to answer	>
Preferred Address	100	>
Mailing Address	100 Tr	United States >

- Enter the corrected mailing address and click the 'Update Profile' button if needed.

Update Profile

Personal Preferred Address Mailing Address

* = Required

Street City

100 Tr

State/Province *Zip/Postal Code

Connecticut 06

Country

United States

Update Profile Cancel