How to Update your Address
with Vermont Health Connect

Do we have your correct address? It is important to let us know. We want to make sure you get important information about changes to your health insurance. Updates include moving to a new address, changing which household members live at which address, or whether the primary contact's mailing address is the same as his/her home address.

**Step 1:** Go to [www.VermontHealthConnect.gov](http://www.VermontHealthConnect.gov) and click the orange LOG IN button.

**Step 2:** Enter your username and password and click “Login”. This brings you to your portal account ‘home’ page. It is where you navigate around to different sections of your account. You can enter applications, make payments, do self-service change of circumstances, review eligibility, complete plan selection, review open verification items and send portal messages.

**Step 3:** Click the “My Profile” tab.
Step 4: On the “My Profile” page, click on the “Change Contact Preferences” hyperlink.

Step 5: To the question “What Kind of Change?”, select “Address” from the drop-down menu. Be sure to include the date this change took effect. Click the blue “NEXT” button.

Step 6: Update your address. Be sure to check the “household members who live at this address” box. You can make changes to an existing address, add a new address, or remove an address. This change will affect everyone living at that address. Once the new address is entered and complete, click the blue “NEXT” button.
**Step 7:** You will be asked to confirm if your home address is your mailing address. These can be different – a PO Box can be your mailing address but not your physical/home address.

If you answer **YES**, click the blue “NEXT” button. Go to Step 9.

If you answer **NO**, click the blue “NEXT” button. Go to Step 8.

**Step 8:** Add/update your mailing address. Once the new address is entered and complete, click the blue “NEXT” button.

**Note:** If your Household and Mailing address are different, your “My Profile” screen will look like this:
**Step 9:** The Confirmation page will show the information you entered. Edits are marked with a blue person holding a pencil. You may make edits to these screens by clicking the "Edit" button on the heading for each section.

**Step 10:** When you're done, sign your name in the signature box at the bottom of the confirmation screen to submit the updated information.

**Step 11:** Click the blue Confirm button.

---

*By entering my name in the box and filing this application, I agree that:*

---

Congratulations!
You have now successfully updated your address with Vermont Health Connect.