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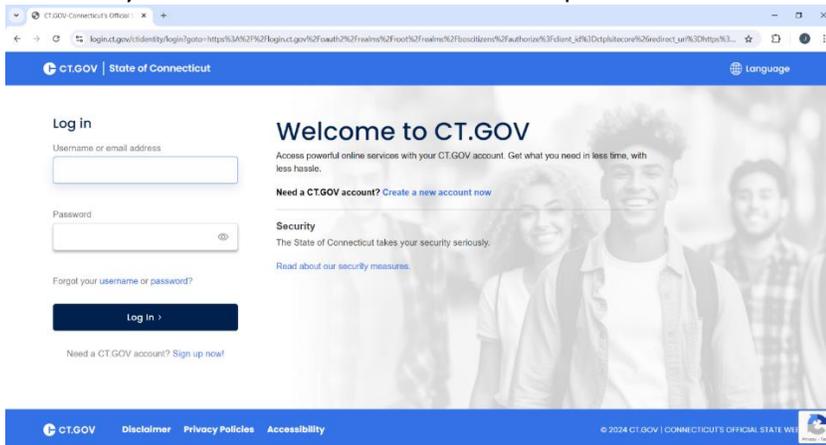
You will then go through a Two-Factor authentication process and be redirected to the CT Paid Leave website. **Click your name in the upper right and click Aflac Portal to access your existing account.**

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'.

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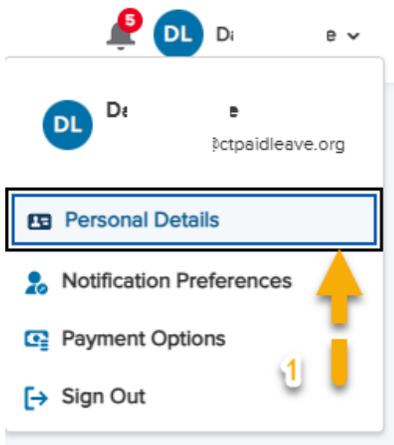
4. From 'My Account Setting', scroll down to 'Mailing Address' from the 'Personal' tab.

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

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