

Student

STU-20 Procedure to Update Address on File

General

Please follow the process outlined below to request an update to your address in the Family Portal and ClassWallet.

For your security, a member of the CSF Program Team will call you at the number listed on file to verify your identity and proof of New Hampshire residency prior to making any update to the address on file.

After your identity and address have been verified, your new address will be updated in the Family Portal and in ClassWallet. Do not contact ClassWallet to request a change of address. ClassWallet cannot update your address without prior authorization from CSF.

How to Update your Address

1. Please choose one or more of the documents listed under "[STU-12 Proof of New Hampshire Residency Policy](#)".
2. Email the document/s to csfnh@scholarshipfund.org with the subject line "**Change of Address**".

CSF Internal Procedure is as Follows

Step 1) - The CSF Program Team will contact the parent by phone at the phone number listed on file to verify the parent's identify and confirm that the change was requested.

Step 2) - The CSF Program Team Member will confirm that the submitted residency document/s confirm New Hampshire residency.

Step 3) – Once verified, the CSF Program Team Member will update the new address in the Family Portal.

Step 4) – The CSF Program Team Member will contact ClassWallet and request that the address on the account be updated in ClassWallet.

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