

Add/Edit Physical or Mailing Addresses

This process enables you to add or change your physical and/or mailing addresses.

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Add new address
- 3.0 Edit Existing address

Process Step & Description	Action
1.0 Navigation Path	<p>Getting Started</p> <p>➤ Navigation Path Me > Contact Info</p> <p>From the home screen:</p> <ul style="list-style-type: none"> • Click on “Me” to see all Employee Self-Service applications. • Click on the “Contact Info” Icon.

Me My Team My Client Groups Sales Procurement Tools Others

QUICK ACTIONS APPS

Resignation Personal Details Document Records Identification Info **Contact Info** Family and Emergency Contacts My Organization Chart My Public Info

Application Reference Guides Directory Onboarding Pay Time and Absences Career and Performance Personal Information My Learning Benefits Current Jobs Web Clock Roles and Delegations Expenses Education

Add New Address

From the “Contact Info” screen, scroll down to the “Address” section.

- Click on the “add” button.

Address + Add ^

- Select the address “Type.”

Address Submit Cancel

*Country

*Type Select a value

*Start Date

*Address Line 1

Address Line 2

Address Line 3

*ZIP Code

*City

*State

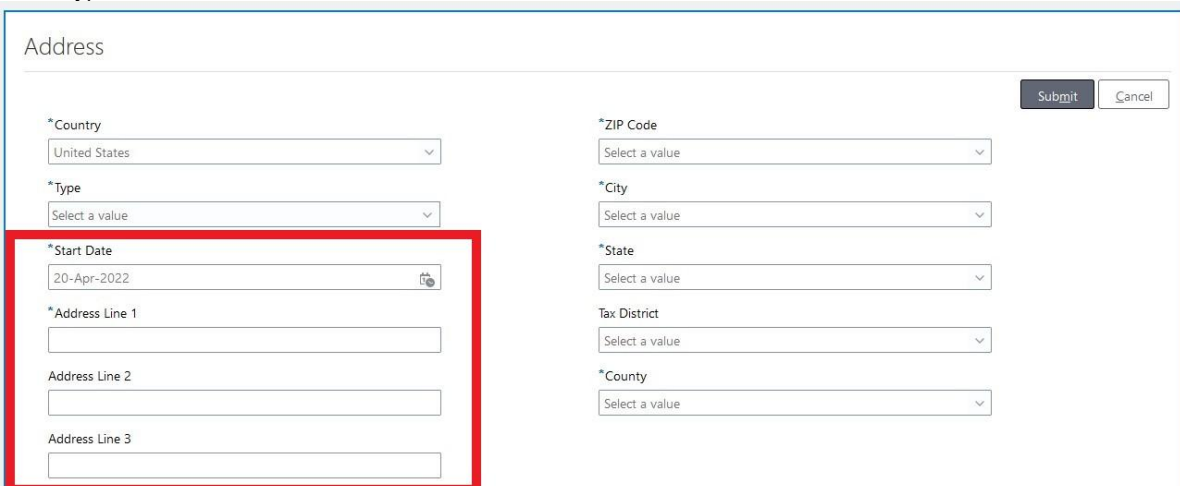
Tax District

*County

- Add “Start Date.”

2.0 Add new address

- Type in the new address.



Address

Submit Cancel

*Country
United States

*Type
Select a value

*Start Date
20-Apr-2022

*Address Line 1

Address Line 2

Address Line 3

*ZIP Code
Select a value

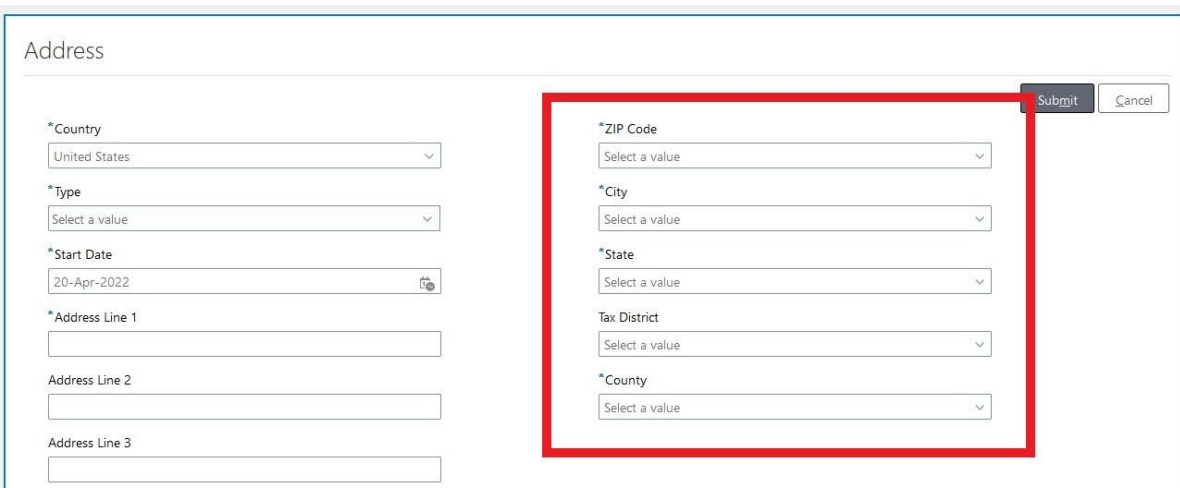
*City
Select a value

*State
Select a value

Tax District
Select a value

*County
Select a value

- Type in the “Zip Code” and select the zip code from the search results.
 - This will auto-populate the “City,” “State,” and “County.”



Address

Submit Cancel

*Country
United States

*Type
Select a value

*Start Date
20-Apr-2022

*Address Line 1

Address Line 2

Address Line 3

*ZIP Code
Select a value

*City
Select a value

*State
Select a value

Tax District
Select a value

*County
Select a value

- Click “Submit.”

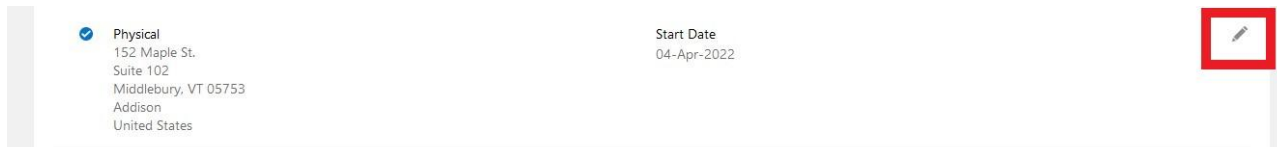


- Done.
Note: Your new address is being submitted for approval.

Edit Existing Address

From the "Contact Info" screen, scroll down to the "Address" section.


- Click on the "Pencil" icon to edit.



Physical
152 Maple St.
Suite 102
Middlebury, VT 05753
Addison
United States

Start Date
04-Apr-2022

- Select the effective start date of the change and make the necessary edits to the address.
Note: You cannot change the address "Type." If this is a new type, you need to "add a new address" and not "edit an existing."



Country
United States

Type
Physical

*Start Date
04-Apr-2022

*Address Line 1
152 Maple St.

Address Line 2
Suite 102

Address Line 3

*ZIP Code
05753

*City
Middlebury

*State
VT

Tax District
Select a value

*County
Addison

Submit Cancel

- Click "Submit" or "Delete".



Submit Cancel

- Done.
Note: Your new address is being submitted for approval.

3.0 Edit Existing address