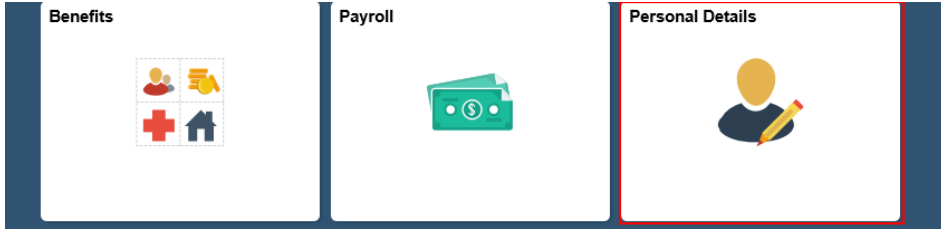
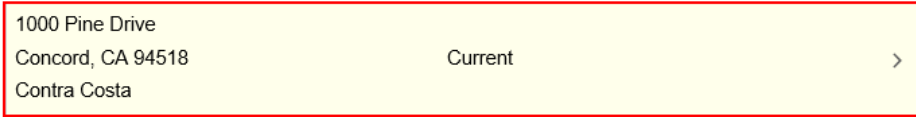
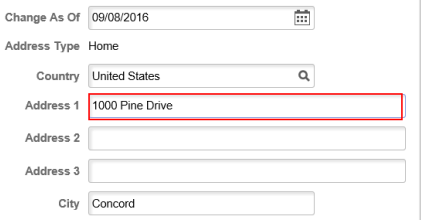
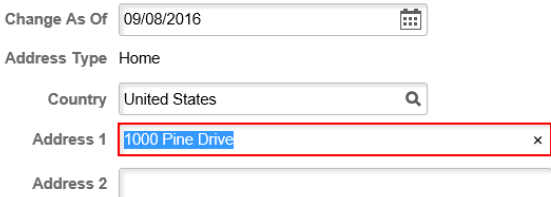
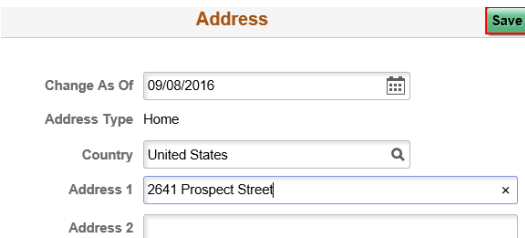
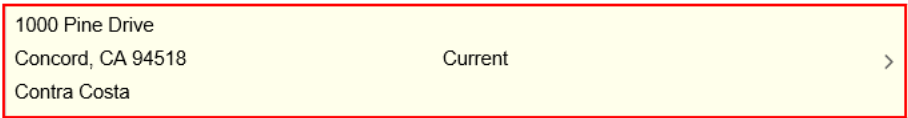
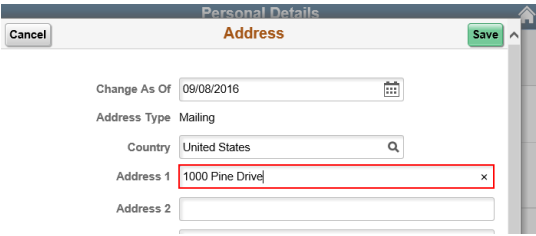




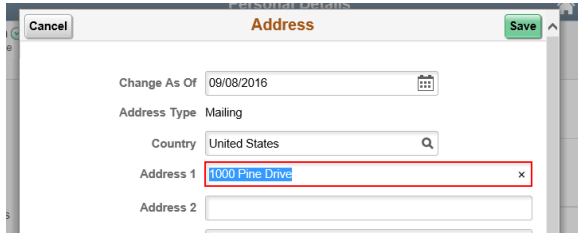
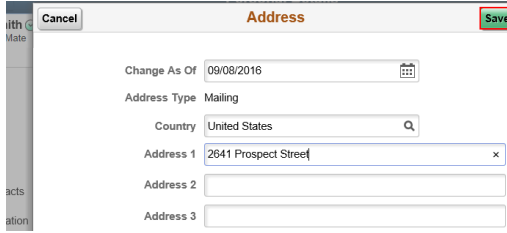
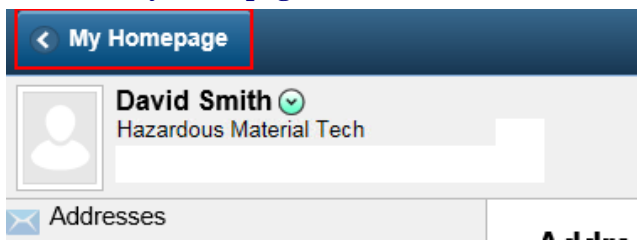
## Maintaining Home and Mailing Addresses

Step	Action
1.	<p>Click the <b>Personal Details</b> tile.</p> 
2.	<p>The <b>Information</b> panel displays your current Home and Mailing addresses as they are stored in the system.</p> <p>You can edit either or both of these addresses.</p> <p>For this example you will edit both your Home and Mailing address. You will change both to:</p> <p>2641 Prospect Street Concord, CA 94518</p> <p>Note: your home and mailing addresses can be the same or you can have a different mailing address than you home address. Changes to your address information does not require processing by Human Resources. The changes you make are immediately effective.</p>
3.	<p>Click the <b>Home Address</b> row.</p> 
4.	<p>The <b>Address</b> dialog page for your home address displays.</p> <p>The <b>Change As Of</b> field defaults to the current date. You can use this field to enter/select the date on which your address changed. For this example, you will accept the default value.</p> <p>For this example, you will change your street address from 1000 Pine Drive to 2641 Prospect street. Both street addresses are in Concord and both share the same Zip code. You will need to edit the value in the <b>Address 1</b> field. You do not need to edit values in the other fields.</p>



Step	Action
5.	<p>Click in the <b>Address 1</b> field.</p> 
6.	<p>Enter the desired information into the <b>Address 1</b> field. Enter a valid value e.g. "<b>2641 Prospect Street</b>".</p> 
7.	<p>Click the <b>Save</b> button.</p> 
8.	<p>Notice the system displays a confirmation message indicating that the changes you just made have been successfully.</p> <p>Your current home address is now listed as 2641 Prospect Street in Concord.</p> <p>Next you will make the same change to your mailing address.</p>
9.	<p>Click the <b>Mailing Address</b> row.</p> 
10.	<p>Click in the <b>Address 1</b> field.</p> 



Step	Action
11.	<p>Enter the desired information into the <b>Address 1</b> field. Enter a valid value e.g. "<b>2641 Prospect Street</b>".</p> 
12.	<p>Click the <b>Save</b> button.</p> 
13.	<p>The system display a confirmation message indicating that the changes you made have successfully saved.</p> <p>Your current mailing address is now listed as 2641 Prospect Street in Concord.</p>
14.	<p>Click the <b>My Homepage</b> button.</p> 
15.	<p><b>End of Procedure.</b></p>