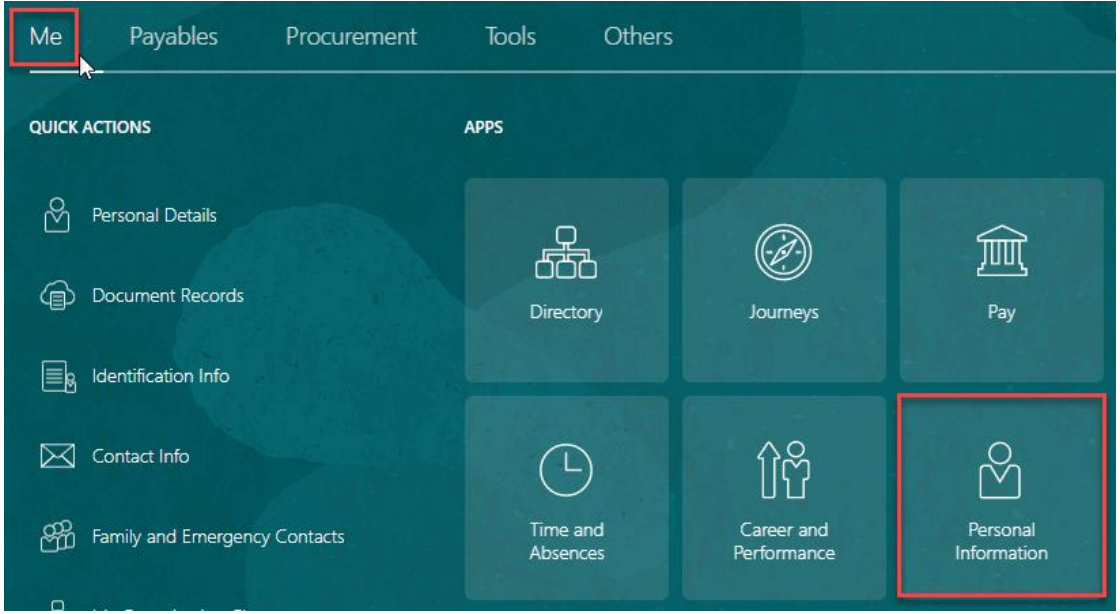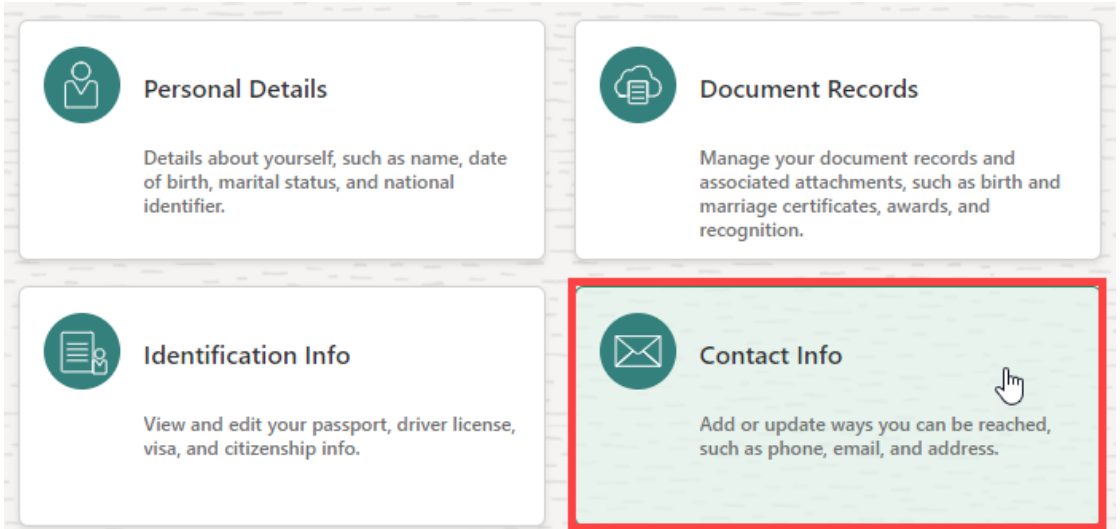# Change Address

Audience: Employee

Purpose: This job aid will provide the steps to update/change employees home address.

Step	Action
1	**Log in to the Oracle Cloud Application**
2	Click on **Me > Personal Information**
2	Click on **Contact Info**

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3	Click **Pencil** to update displayed address type (or **+** Add to include a different address type)
	Address **+ Add** ^
	✓ Home Address Start Date ✏️
	4215 Test Lane 7/11/22
	Los Angeles, CA 90015
	Los Angeles
	United States
4	Enter **date** for change to begin
	Country
	United States
	Type
	Home Address
	*When does this address change start?
	7/18/22 📅
5	Enter **Street Address Information**
	*Address Line 1
	4215 Test Ln
6	Enter **Postal Code, City/State populates, and County**
	*ZIP Code
	90015 ⌄
	*City
	Los Angeles ⌄
	*State
	CA ⌄
	Tax District
	Select a value ⌄
	*County
	Los Angeles ⌄

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7	Mark **Primary if applicable** ☑ Primary
8	Click on **submit** Address Delete **Submit** Cancel
9	To add a new address type, click on **+ Add** (if applicable) Address **+ Add** ^ ✓ Home Address Start Date
10	Follow steps 4 through 8.
11	Click on **submit** Address Delete **Submit** Cancel
12	A confirmation for approval will appear. Click **OK**.