

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								
	Me Payables Procurement Tools Others								
	QUICK ACTIONS	APPS							
	Personal Details	C.	(I)	俞					
	Document Records	Directory	Journeys	Pay					
			0.0						
	Contact Info	L Time and	Career and	Personal					
		Absences	Performance	Information					
2	Click on Contact Info								
	Personal Details		Document Records						
	Details about yourself, such as name, date of birth, marital status, and national identifier.		Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.						
	Identification Info		Contact Info						
	view and edit your passport, driver license, visa, and citizenship info.		such as phone, email, and address.						

	The Stat	e Bar <i>of Cal</i>	ifornia
3	Click Pencil to update displayed add	dress type (or + Add to include a d	different address type)
	Address		+ Add
	Home Address	Start Date	
	4215 Test Lane Los Angeles, CA 90015 Los Angeles United States	7/11/22	
4	Enter date for change to begin		
	Country		
	United States		
	Type		
	*When does this address shapped star	-47	
	when does this address change star	rt:	
	1/10/22	ĽO	
5	Enter Street Address Information		
	*Address Line 1		
	4215 Test Ln		
6	Enter Postal Code, City/State popu	lates, and County	
	*ZIP Code		
	90015	~	
	*City		
	Los Angeles	~	
	*State		
	CA	~	
	Tax District		
	Select a value	~	
	*County		
	Los Angeles	~	

	The State Bar of California
7	Mark Primary if applicable
	Primary

	Address	~			
			Delete	Sub <u>m</u> it	<u>C</u> ancel
9	To add a new address type, click	on + Add (if applicable)			
	Address			+ Add	1
	Home Address	Start Date			
10	Follow steps 4 through 8.				
11	Click on submit				
	Address	\$			
			Delete	Sub <u>m</u> it	<u>C</u> ancel
12	A confirmation for approval will a	appear. Click OK .			
		••			

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Click on submit