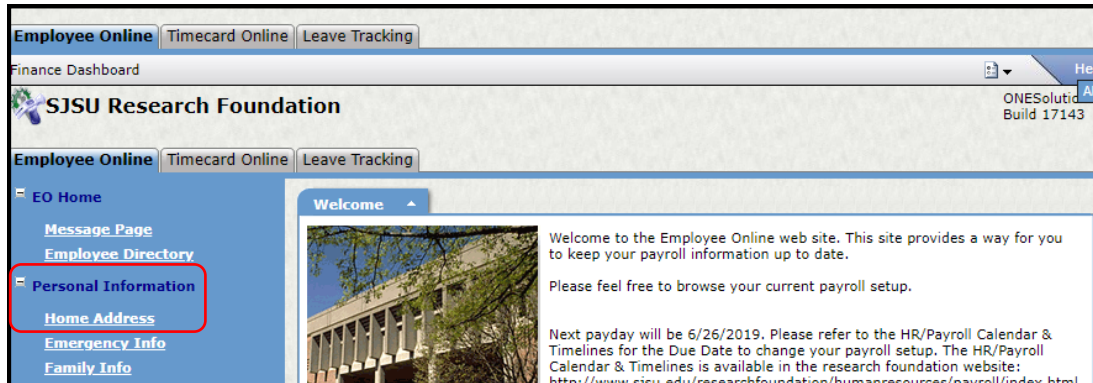


Home Address Change Procedure

- Go to [Employee Online](#) portal.
- Click on **Home Address** under **Personal Information** tab



- Click on Edit button

A screenshot of the 'Employee Personal Information' form for 'PERSON TESTING'. The form is divided into sections: 'Name' (Employee Name: PERSON TESTING, Employee ID: ***811), 'Address' (Address Line 1: 1111 HILFORD COURT, Address Line 2: , City: SAN JOSE, State: CALIFORNIA, County: , Zip: 95132, Email: smileyranjit@yahoo.com, Privacy Level: PRIVATE), 'Phones' (Phone Number: CELLULAR PHONE NUMBER, (510) 396-5136), and 'Misc' (Date of Birth: 1/1/1991, Hire Date: 4/1/2019). An 'Edit' button is located at the bottom right of the form.

- Make the required changes in address line 1, City, Zip, email and phone no. and click on **Save** button

Employee Personal Information		PERSON TESTING	? Help
Name			
Employee Name:	PERSON TESTING		
Employee ID:	***811		
Address			
Address Line 1:	1111 HILFORD COURT		
Address Line 2:			
City:	SAN JOSE	State:	CALIFORNIA ▼
County:	▼		
Zip:	95132	-	
Email:	smileyranjit@yahoo.com		
Privacy Level:	PRIVATE ▼		
Phones			
Phone Number:	CELLULAR PHONE NUMBER ▼	(510) 396-5136	
Phone Number:	▼		
Phone Number:	▼		
Phone Number:	▼		
Phone Number:	▼		
Phone Number:	▼		
Misc			
Date of Birth:	1/1/1991		
Hire Date:	4/1/2019		
Back		Save	

This will save the changes you made to your record in HR system. Please note that all correspondence from the Research Foundation is sent to this address.