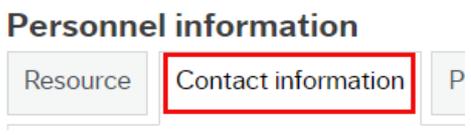
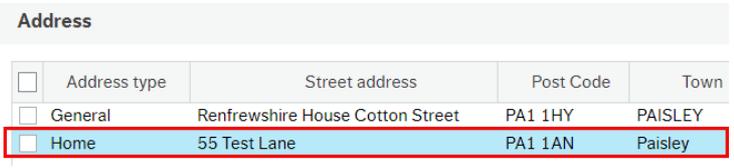
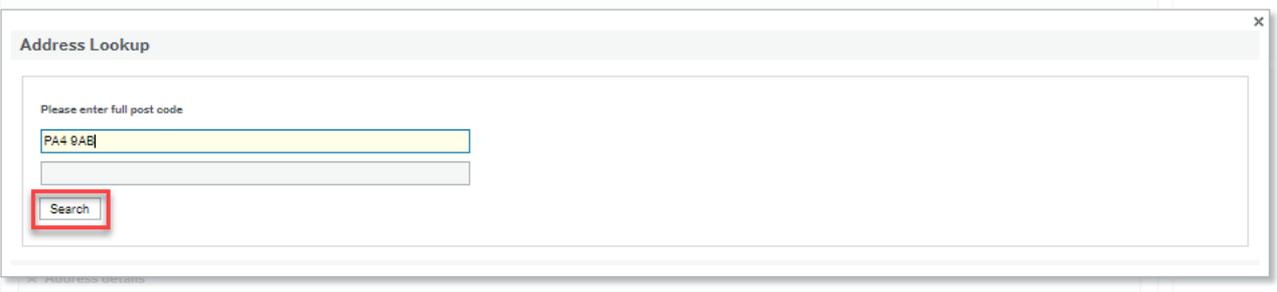


How to update home address & contact information

This guidance will show you how to update your existing home address & contact information within the ERP.

1		<p>Click 'Personnel information' within the Your Employment section.</p>
2		<p>Click on the 'Contact information' tab</p>
3		<p>Click into the 'Home' address line. This line will be highlighted in blue once selected.</p>
4		<div data-bbox="821 981 1380 1220" style="border: 1px solid black; padding: 5px;"> <p>Once the 'Home' address line has been selected your current home address & personal contact information will populate below. To update the address details, click on the Look up Address button</p> </div> <div data-bbox="204 1624 1412 1736" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>The Address Lookup box will appear. Enter the Post Code for your address e.g., PA4 9AB, and click Search.</p> </div> 
5		

How to update home address & contact information

11E, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB

Select Back

#	Address List
1	1, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
2	11, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
3	11A, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
4	11B, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
5	11C, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
6	11D, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
7	11E, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
8	11F, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
9	11G, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB
10	11H, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB

Default [Navigation icons]

When the search results appear, find the correct address from the list, and click on it. The address will populate in the address box, click **Select**.

Address Lookup

Please enter full post code

PA4 9AB

11E, RANNOCH DRIVE, RENFREW, RENFREWSHIRE, PA4 9AB

Search

Address: 11 RANNOCH DRIVE

Town*: RENFREW

County: RENFREWSHIRE

Post code: PA4 9AB

Accept Close

Review the details of the address and click **Accept**.

To add your personal phone number or email address click into the field and type the details.

NOTE: The email address saved in the 'Home' address line will not be used as the primary email within the system to receive alerts or communications. Only the email saved within the 'General' address line will be used as your primary email within the ERP.

6

Phone numbers

Telephone

Mobile

Personal Mobile

Home

E-mail and website

E-mail

E-mail cc

URL

9

Save Clear New

Click **Save**.