

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	<div><div>Menu</div><div><div>Your employment</div><div>Forms</div></div><div><div>Start pages</div><div><div>Absences</div><div>Time and Expenses</div></div></div><div><div>Your employment</div><div><div>Personnel information</div><div>My Absence</div></div></div></div>	Click 'Personnel information' within the Your Employment section.															
2	<div><div>Personnel information</div><div><div>Resource</div><div>Contact information</div><div>P</div></div></div>	Click on the 'Contact information' tab															
3	<div><div>Address</div><table><thead><tr><th><input type="checkbox"/></th><th>Address type</th><th>Street address</th><th>Post Code</th><th>Town</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>General</td><td>Renfrewshire House Cotton Street</td><td>PA1 1HY</td><td>PAISLEY</td></tr><tr><td><input type="checkbox"/></td><td>Home</td><td>55 Test Lane</td><td>PA1 1AN</td><td>Paisley</td></tr></tbody></table></div>	<input type="checkbox"/>	Address type	Street address	Post Code	Town	<input type="checkbox"/>	General	Renfrewshire House Cotton Street	PA1 1HY	PAISLEY	<input type="checkbox"/>	Home	55 Test Lane	PA1 1AN	Paisley	Click into the 'Home' address line. This line will be highlighted in blue once selected.
<input type="checkbox"/>	Address type	Street address	Post Code	Town													
<input type="checkbox"/>	General	Renfrewshire House Cotton Street	PA1 1HY	PAISLEY													
<input type="checkbox"/>	Home	55 Test Lane	PA1 1AN	Paisley													
4	<div><div>Address details</div><div><div>Address</div><div><div>Address type</div><div>Home</div></div><div><div>Contact</div><div></div></div><div><div>Street address</div><div>1 TEST LANE</div></div><div><div>Country *</div><div>United Kingdom</div></div><div><div>Post Code *</div><div>PA1 4AF</div></div><div><div>Town</div><div>PAISLEY</div></div><div><div>County</div><div>RENFREWSHIRE</div></div></div><div><div>Look up Address</div></div></div> <div>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</div>																
	<div>The Address Lookup box will appear. Enter the Post Code for your address e.g., PA4 9AB, and click Search.</div>																
5	<div><div>Address Lookup</div><div><div>Please enter full post code</div><div>PA4 9AB</div><div></div><div>Search</div></div></div>																

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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 [H] [1] 2 3 4 5 6 7 8 9 [H]

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**.

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**.