Updating Address Information
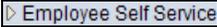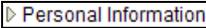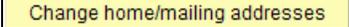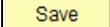
1.	Click the **Employee Self Service** link. ▷ Employee Self Service
2.	Click the **Personal Information** link. ▷ Personal Information
3.	Click the **Personal Information Summary** link. Personal Information Summary
4.	The **Personal Information** Summary page appears.
5.	Click on the **Change home/mailing addresses** button. Change home/mailing addresses
6.	Click the **Edit** button to update the address listed. Edit
7.	Update your address as necessary. Please note you may change the date this change will take effect.
8.	Click the **Save** button. Save
9.	The Save Confirmation screen will appear. Click the **OK** button. OK
10.	This completes the Updating Address Information process in PeopleSoft HCM. **End of Procedure.**