

Use this task to update your home and/or mailing address in UCPath.

Dashboard Navigation:

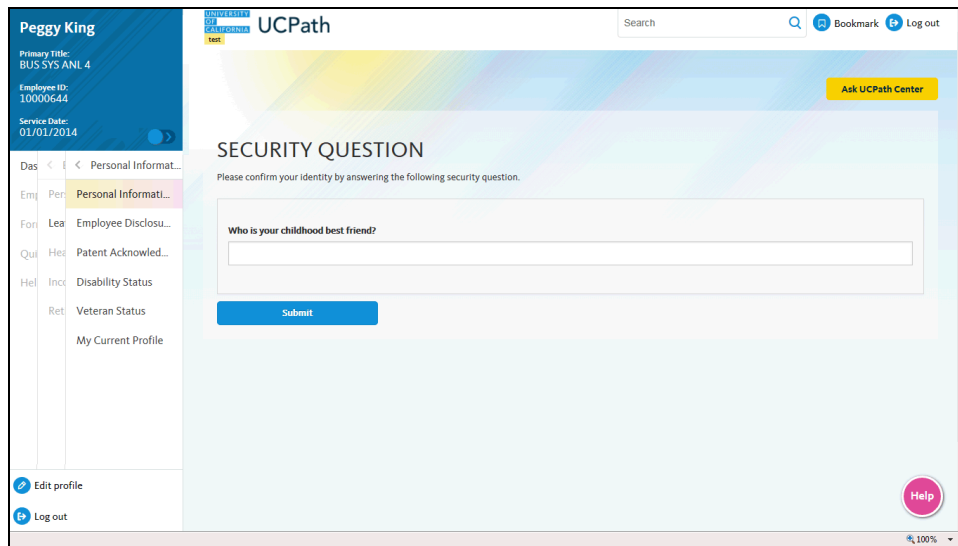
Personal Information > **Personal Information Summary**

or

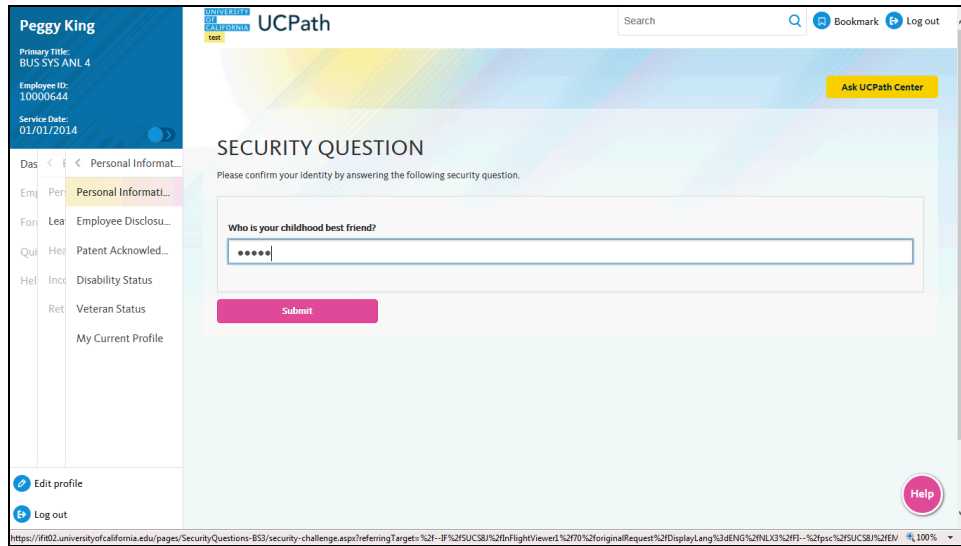
Menu Navigation:

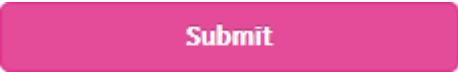
Employee Actions > Personal Information > **Personal Information Summary**

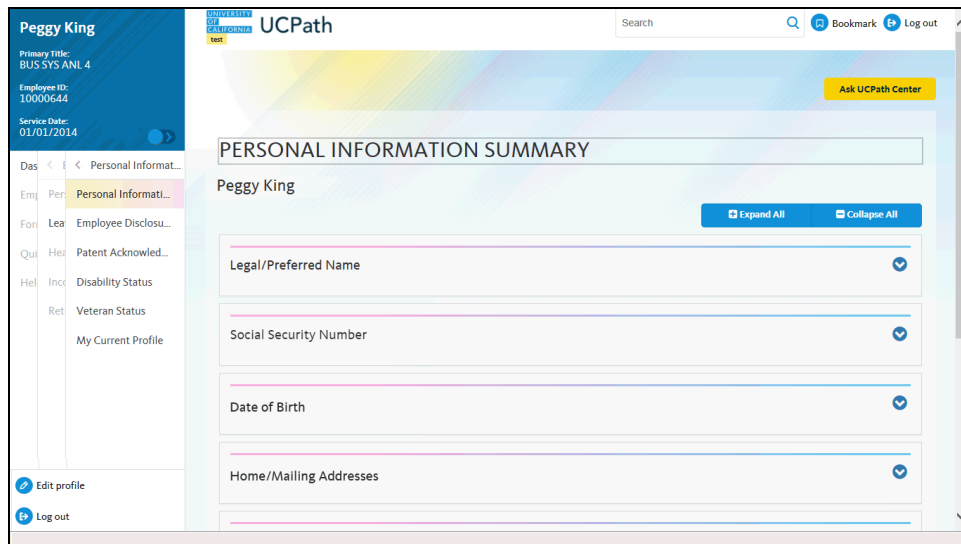
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.




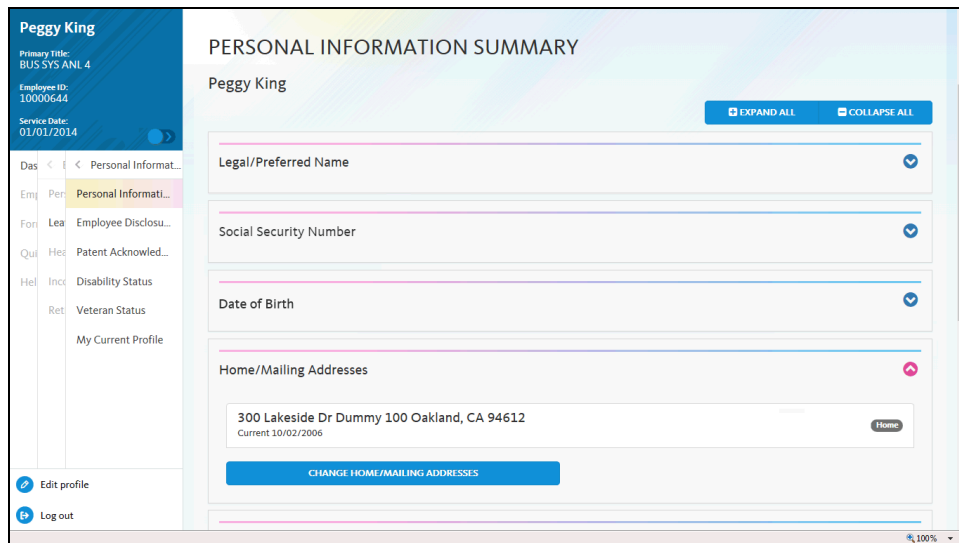
Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the Security Question field.</p> <p>For this example click in the Who is your childhood best friend? field.</p>
2.	<p>Enter the desired information into the Security Question field.</p> <p>For this example, enter Molly.</p>



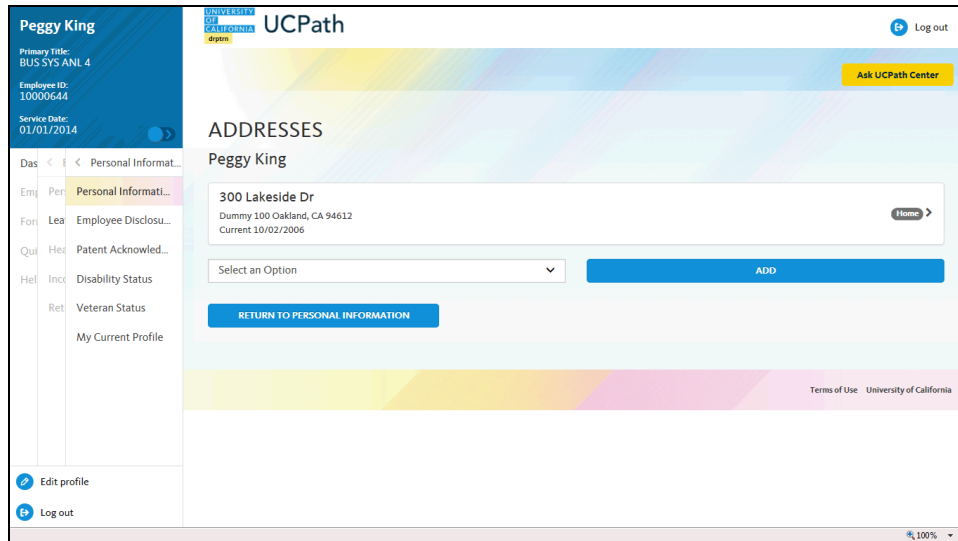
Step	Action
3.	<p>Your answer appears as a series of dots.</p> <p>Click the Submit button.</p> 



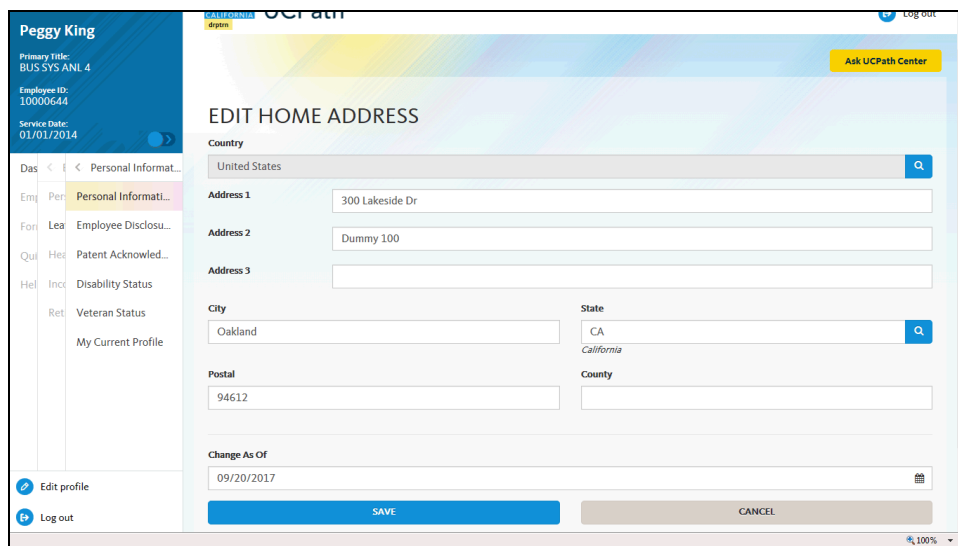
Step	Action
4.	<p>If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.</p> <p>If you answer incorrectly, an error message appears. You have three attempts to answer this question correctly. After three incorrect answers, UCPath displays the Security Questions Setup page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.</p>
5.	<p>UCPath allows for a home address and a mailing address. The home address is required. The mailing address is optional. If you do not enter the optional mailing address, your home address is used as the mailing address.</p> <p>Note: Paper paychecks are always mailed to the home address, even if you add a mailing address to your personal information.</p>
6.	<p>In this example, update your home address and add a mailing address.</p> <p>Click the Expand Home/Mailing Addresses button.</p> 



Step	Action
7.	Click the Change Home/Mailing Addresses button.



Step	Action
8.	You can click the address you want to update or you can click the arrow to the right of the address type to open the address information. Click the Address link.




Step	Action
9.	In the Change As Of field, use the calendar to enter the date your address change took or will take effect. The default date is today's date.

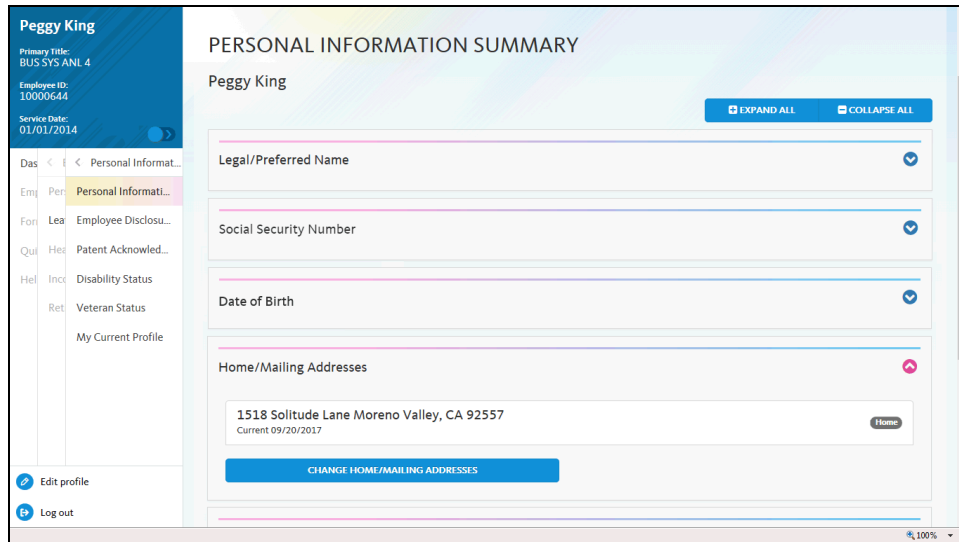
Step	Action
10.	You must enter a value in the Address 1 field, and you may add additional street information in Address 2 or Address 3 . The City , State/Province and Postal fields are also required. You cannot save this page with an incomplete address. Post office boxes are allowed.
11.	Click in the Address 1 field. <input type="text" value="300 Lakeside Dr"/>
12.	Enter the desired information into the Address 1 field. For this example, enter 1518 Solitude Lane .
13.	In this example, remove the second address line. Click in the Address 2 field.
14.	Press [Delete].

The screenshot displays the 'EDIT HOME ADDRESS' interface. On the left, a sidebar identifies the user as Peggy King, with a primary title of BUS SYS ANL 4, employee ID 10000644, and service date 01/01/2014. The main form area contains the following fields: Country (United States), Address 1 (1518 Solitude Lane), Address 2 (empty), Address 3 (empty), City (Oakland), State (CA), Postal (94612), and Change As Of (09/20/2017). At the bottom, there are 'SAVE' and 'CANCEL' buttons. A navigation menu on the left includes options like 'Edit profile' and 'Log out'.

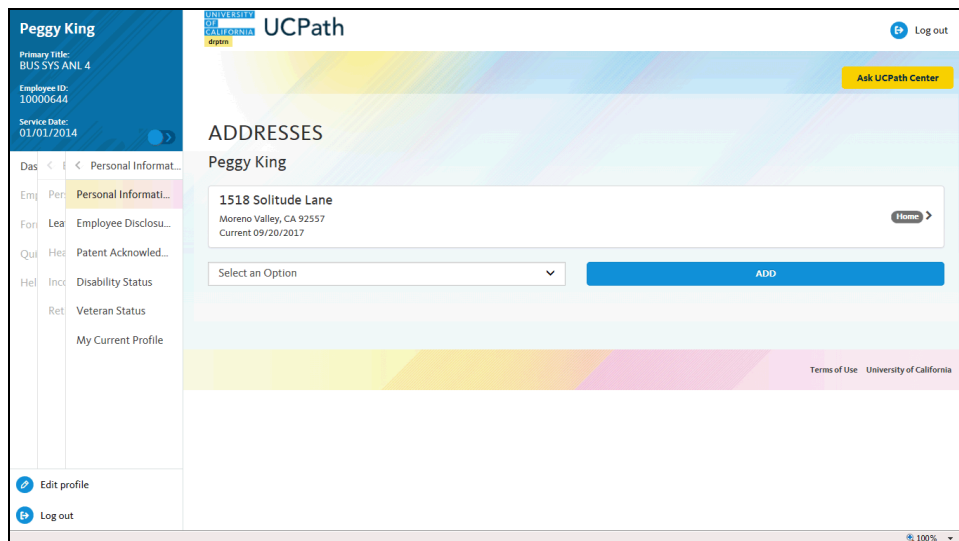
Step	Action
15.	Click in the City field.
16.	Enter the desired information into the City field. For this example, enter Moreno Valley .
17.	Click in the Postal field.
18.	Enter the desired information into the Postal field. For this example, enter 92557 .
19.	Click the Save button.

Step	Action
20.	<p>The system displays a message if it cannot verify the address. Review the address and make changes, if necessary. Or select the Proceed with the address I have entered check box to indicate your confirmation of the address.</p> <p>In this example, the address is correct. Click the Proceed with the address I have entered option.</p>
21.	Click the Save button.

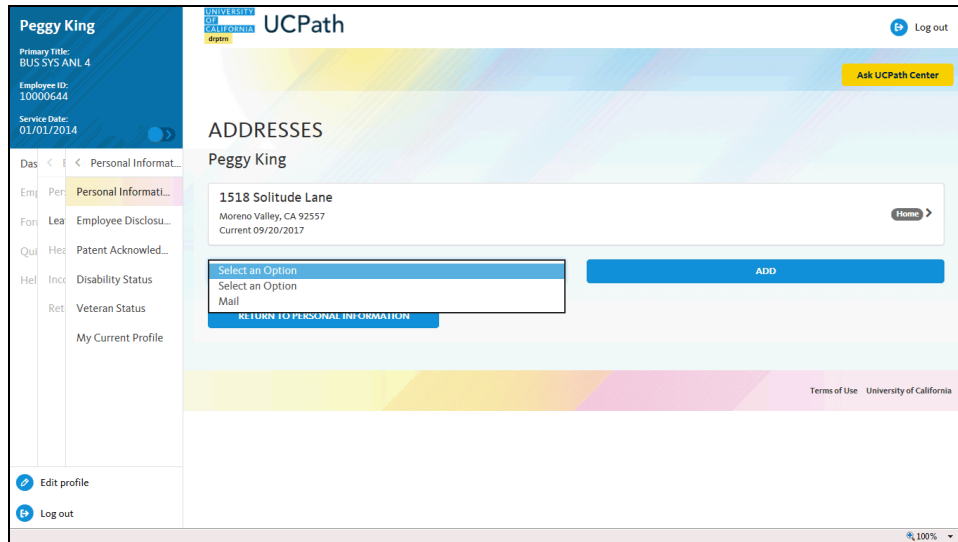
Step	Action
22.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 



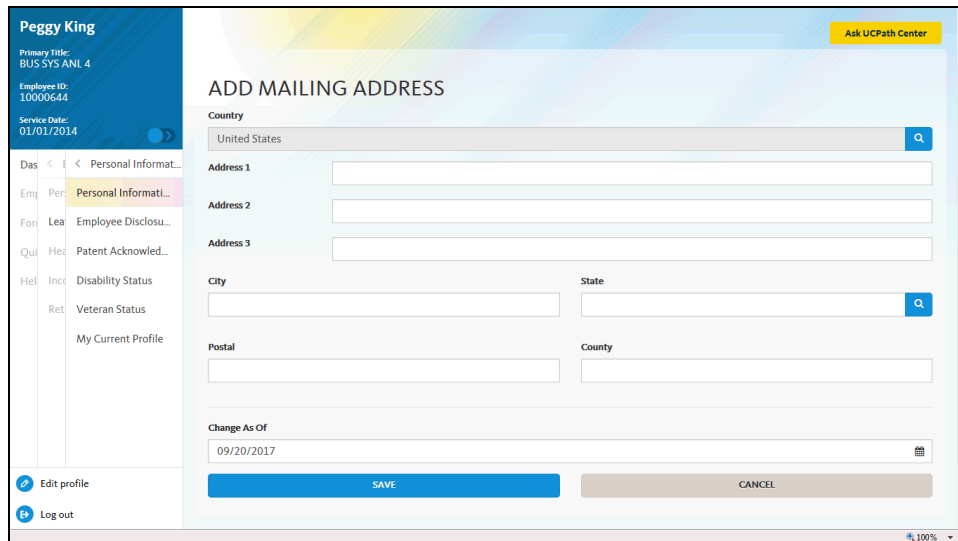
Step	Action
23.	<p>You can enter multiple addresses. For this example, add a mailing address.</p> <p>Click the Change Home/Mailing Addresses button.</p>




Step	Action
24.	Click the button to the right of the Select an Option field.

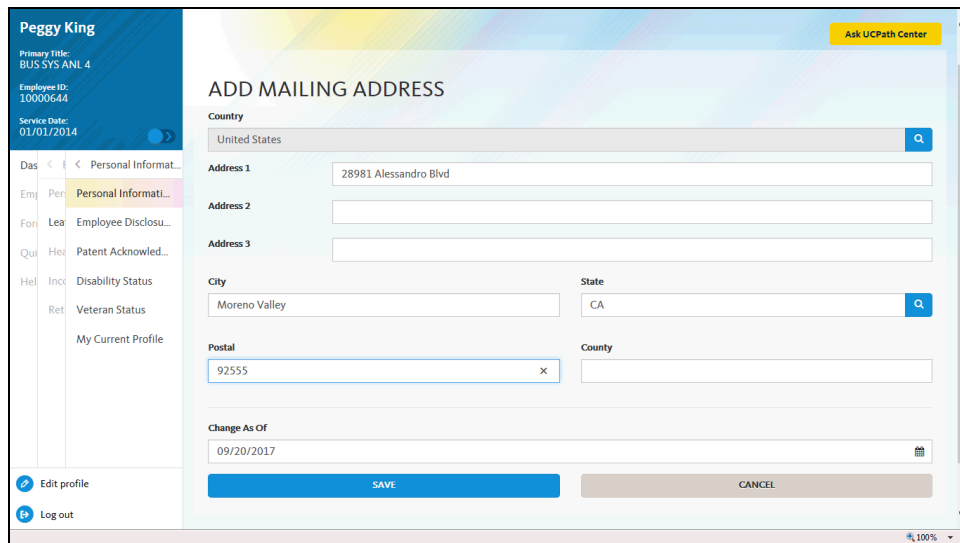


Step	Action
25.	For this example, click the Mail list item. Mail
26.	Click the Add button.



Step	Action
27.	In the Change As Of field, use the calendar to enter the date your address change took or will take effect. The default date is today's date.

Step	Action
28.	Enter the desired information into the Address 1 field. For this example, enter 28981 Alessandro Blvd.
29.	Click in the City field.
30.	Enter the desired information into the City field. For this example, enter Moreno Valley.
31.	Click in the State field. 
32.	Enter the desired information into the State field. For this example, enter CA.
33.	Click in the Postal field.
34.	Enter the desired information into the Postal field. For this example, enter 92555.



Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

ADD MAILING ADDRESS

Country: United States

Address 1: 28981 Alessandro Blvd

Address 2:

Address 3:

City: Moreno Valley

State: CA

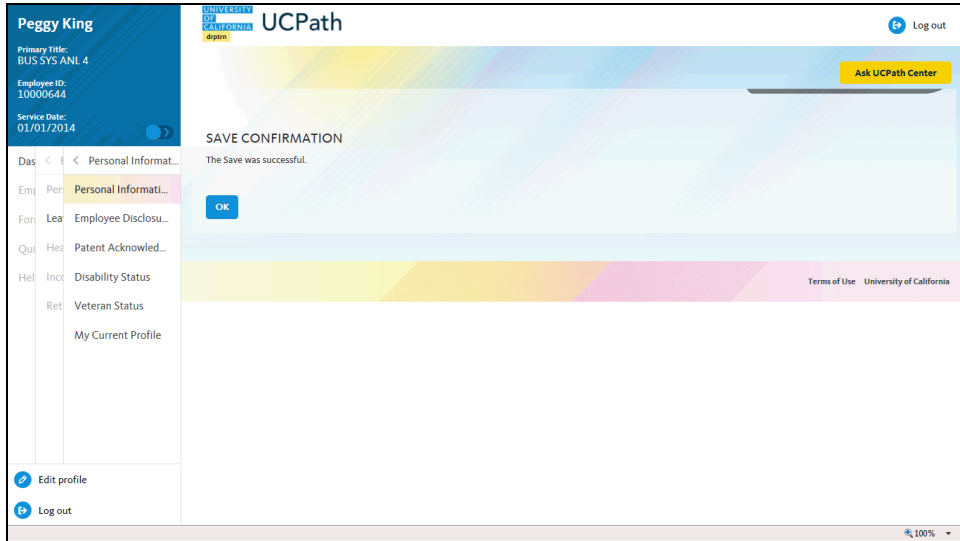
Postal: 92555


County:

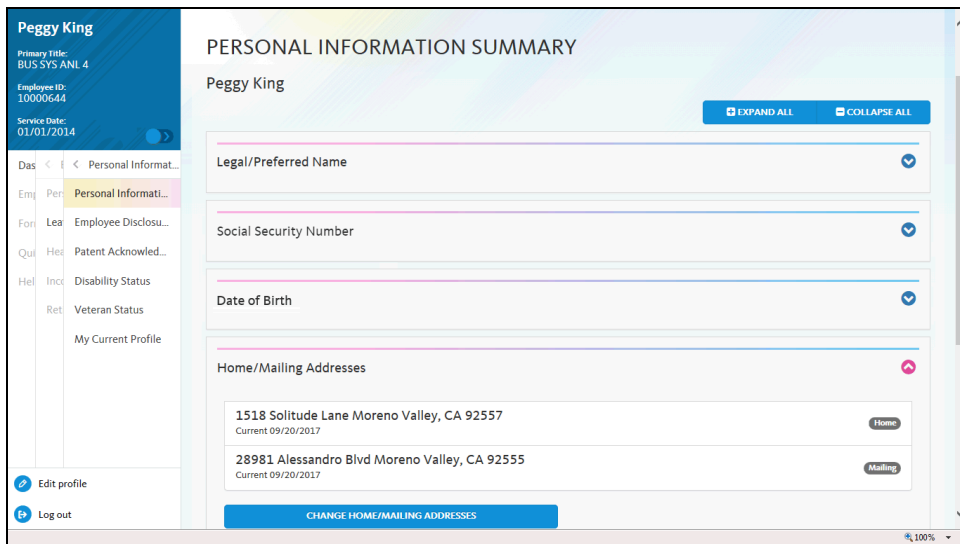
Change As Of: 09/20/2017

SAVE **CANCEL**

Step	Action
35.	Click the Save button.



Step	Action
36.	<p>Notice that the verification message did not appear for this address. Only the confirmation message appeared. The address was correctly entered.</p> <p>Click the OK button.</p> 



Step	Action
37.	<p data-bbox="391 275 976 306">You have updated your address in UCPath online.</p> <p data-bbox="391 342 1325 443">A confirmation email is sent to the primary email address on your account. You can identify your primary email address under Employee Actions > Personal Information > Personal Information Summary.</p> <p data-bbox="391 443 618 474">End of Procedure.</p>