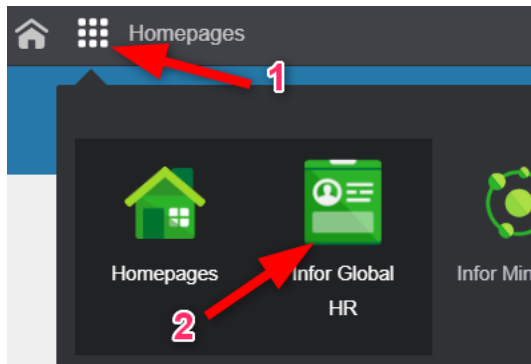


## Change Address

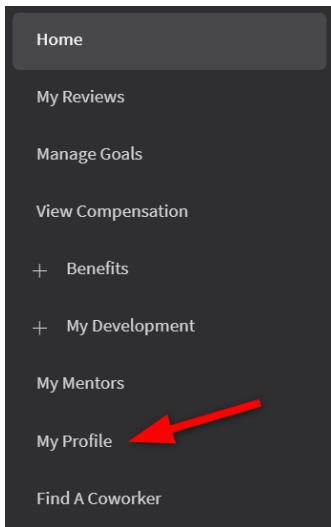
Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:



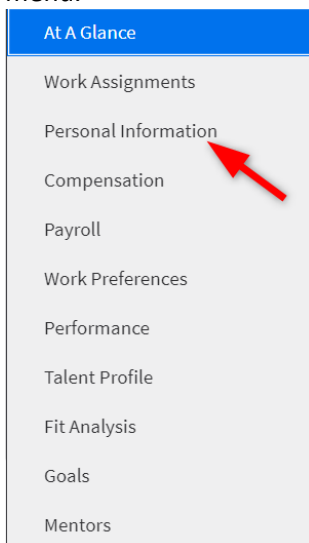
- 1) Click the grid in the upper left corner.
- 2) Click on the Infor Global HR icon.

To change your address in Global HR, complete the following steps:

- 1) On the left side menu click "My Profile"



- 2) When you get to your Profile screen click the "Personal Information" button on the left side menu.



3) Scroll down to the Addresses section.

Addresses ...

<input type="checkbox"/>	Address	Mailing Address	Residential Address	Active
<input type="checkbox"/>	[REDACTED]	Yes	Yes	Yes

You will see your home address listed as your mailing address and your residential address. If you are in need of a separate mailing address, please contact HR. For example, if you receive mail at a PO Box.

To make a change. Check the box to the left of the address and the “Change Address” button will appear in the upper right corner next to the 3 dots.

Addresses Change Address ...

<input checked="" type="checkbox"/>	Address	Mailing Address	Residential Address	Active
<input checked="" type="checkbox"/>	[REDACTED]	Yes	Yes	Yes

4) Click the Change Address button and complete the form.

Request To Change Address For [REDACTED]

This request will be routed for approval; after it is approved this record will be updated

Effective Date \*  1

Reason  2

Description  3

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Enter The Address Changes

Country  United States

Street Address  4

City  5

State/Province  6

Virginia

Post Code  7

County/District  8

Send Mail To This Address 9

I Live At This Address

Comment  10

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- 1) Enter the date your address change will need to take effect.
- 2) Click the magnifying glass for the Reason and select “RCPS Address Change”
- 3) Enter a description. Ex. “I will be moving”
- 4) Enter your new Street Address
- 5) Enter your new City
- 6) Use the magnifying glass to enter your new state.
- 7) Enter your new Zip Code
- 8) For County/District enter the county the address is in.
- 9) These checkboxes will not be able to be changed. If you need to add a separate address for where you receive mail, contact HR.
- 10) Enter a comment if you need to.
- 11) Click Submit, your form will be sent for approval.