



How Do I Change My Address?

1. Login: Open the Access HCS environment and use single sign-on
2. Navigate to “Me tab” – top left corner of page
3. Under Quick Actions, select “Contact Info”



4. “Address” section, click on the pencil, to edit the address details
5. Country and Home Address (Should be auto-populated)
6. “When does this address change start?” : Enter the effective date of the new address
7. Enter the new address
8. “Zip Code” : enter the zip code and select the zip code displayed, along with the city, county, and state in the list of values
9. Click “Save”

The screenshot shows the 'Address' form with the following fields and options:

- Country:** United States
- Type:** Home Address
- When does this address change start?:** A date picker field with a calendar icon and a 'Required' label.
- Address Line 1:** Test Address Line 1
- Address Line 2:** (Empty field)
- ZIP Code:** 30216
- City:** Florilla
- State:** GA
- County:** Butts
- Buttons:** Cancel, Delete, Save