

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

**Dashboard Navigation:**

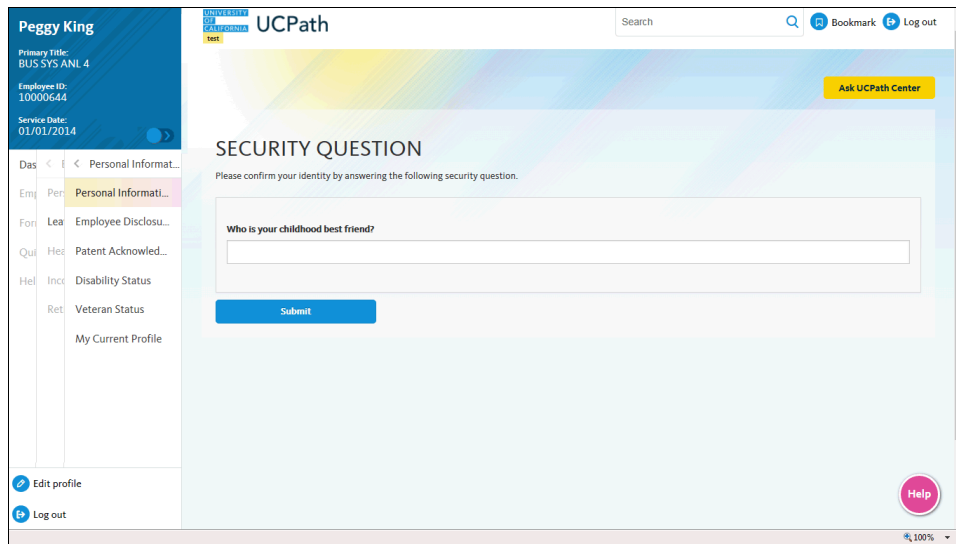
Personal Information > **Personal Information Summary**

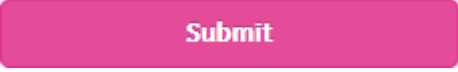
or

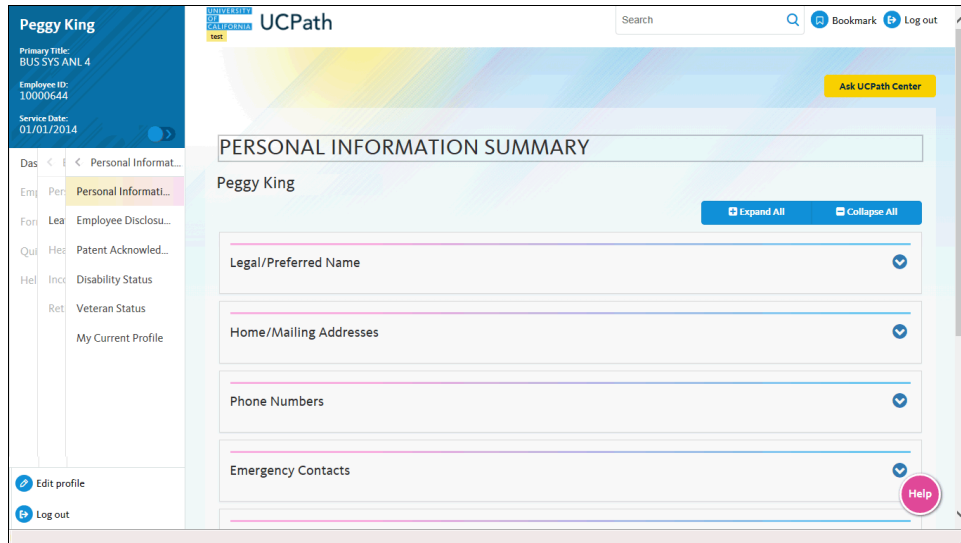
**Menu Navigation:**


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

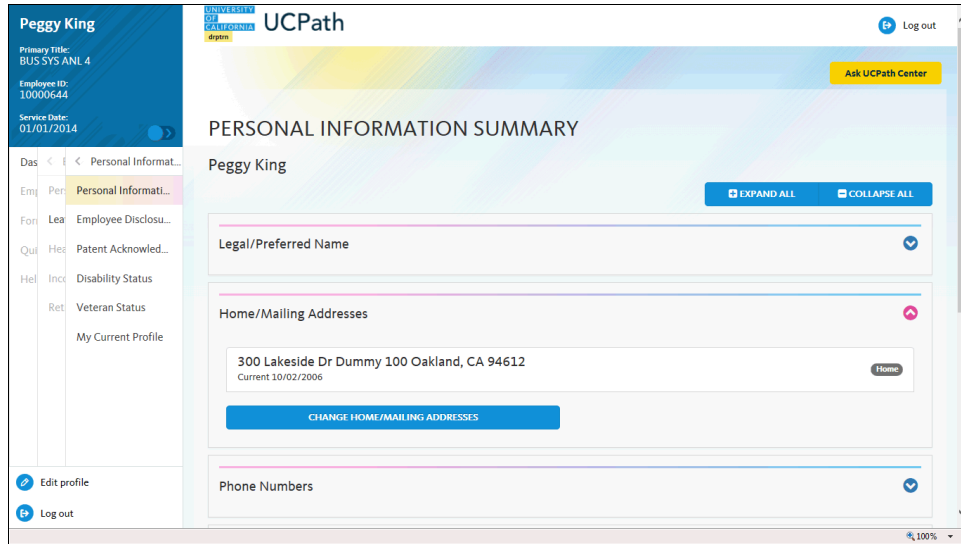
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



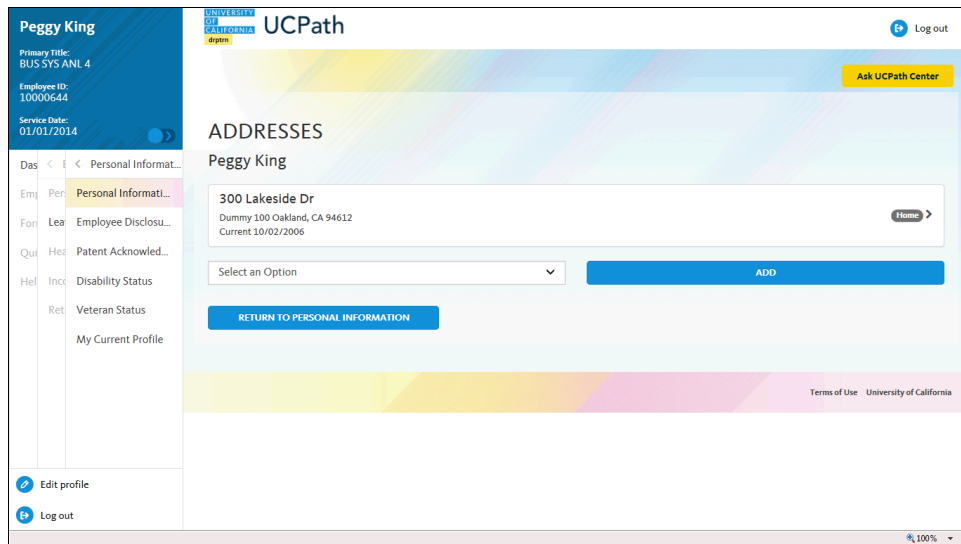
Step	Action
1.	<p>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. Click in the <b>Security Question</b> field.</p> <p>For this example click in the <b>Who is your childhood best friend?</b> field.</p>
2.	<p>Enter the desired information into the <b>Security Question</b> field.</p> <p>For this example, enter <b>Molly</b>.</p>
3.	<p>Your answer appears as a series of dots.</p> <p>Click the <b>Submit</b> button.</p> <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
4.	<p>If you answer the question correctly, UCPath displays the <b>Personal Information Summary</b> 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 <b>Security Questions Setup</b> 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><b>Note:</b> 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 <b>Expand Home/Mailing Addresses</b> button.</p> 




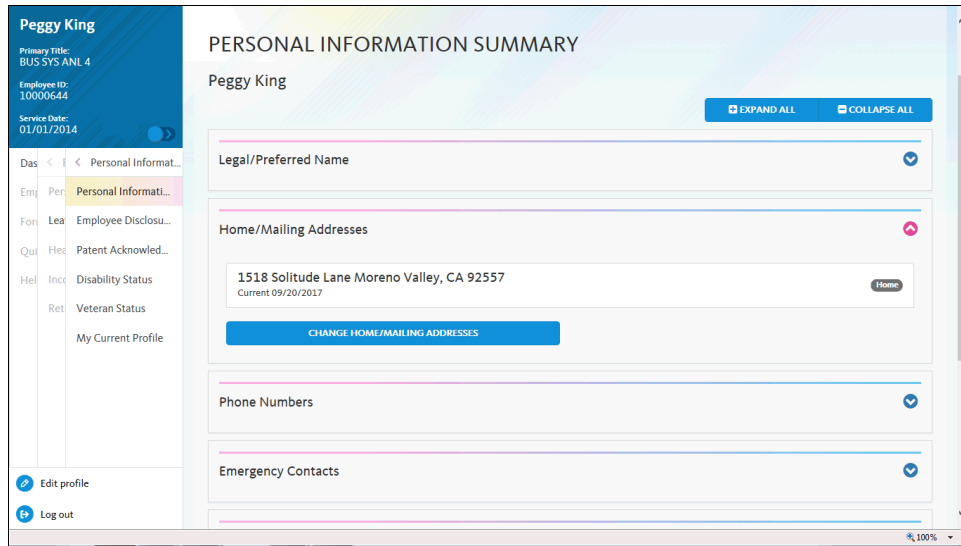
Step	Action
7.	Click the <b>Change Home/Mailing Addresses</b> button.



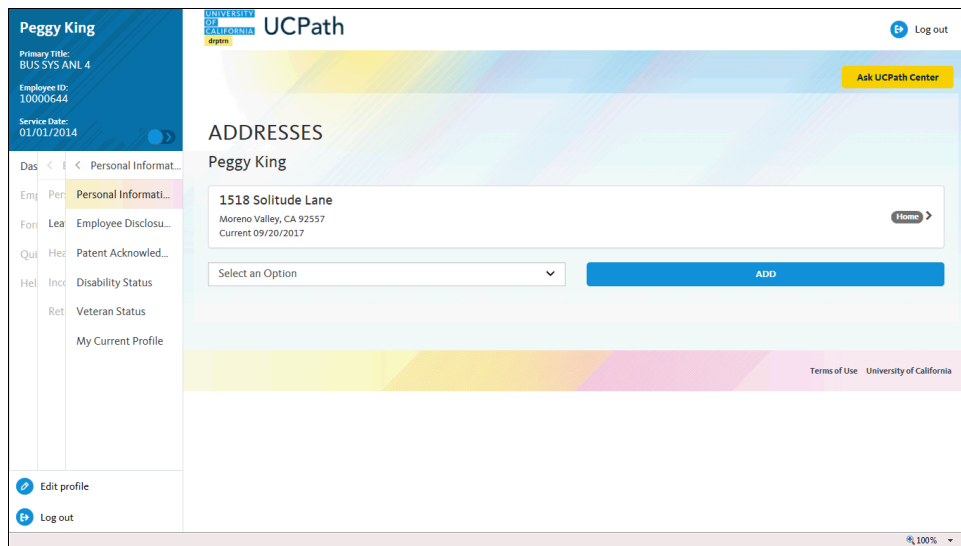
Step	Action
8.	You can click the address you want to update or you can click the arrow to the right of the address type to open the address information.  Click the <b>Address</b> link.

Step	Action
9.	In the <b>Change As Of</b> field, use the calendar to enter the date your address change took or will take effect. The default date is today's date.
10.	You must enter a value in the <b>Address 1</b> field, and you may add additional street information in <b>Address 2</b> or <b>Address 3</b> . The <b>City</b> , <b>State/Province</b> and <b>Postal</b> fields are also required.  You cannot save this page with an incomplete address.
11.	Click in the <b>Address 1</b> field.  300 Lakeside Dr
12.	Enter the desired information into the <b>Address 1</b> field. For this example, enter <b>1518 Solitude Lane</b> .
13.	In this example, remove the second address line.  Click in the <b>Address 2</b> field.
14.	Press <b>[Delete]</b> .
15.	Click in the <b>City</b> field.
16.	Enter the desired information into the <b>City</b> field. For this example, enter <b>Moreno Valley</b> .
17.	Click in the <b>Postal</b> field.
18.	Enter the desired information into the <b>Postal</b> field. For this example, enter <b>92557</b> .
19.	Click the <b>Save</b> button.

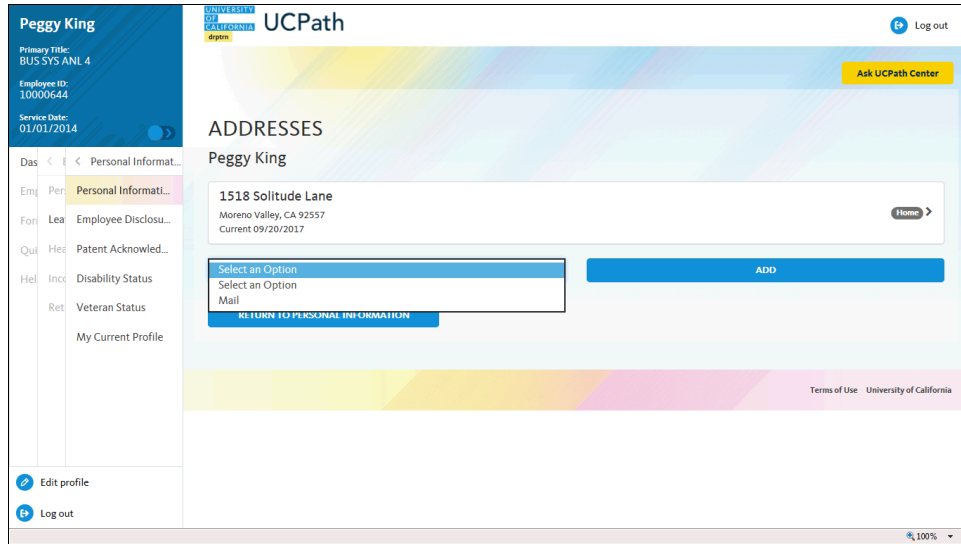
Step	Action
20.	<p>The system displays a message if it cannot verify the address. Review the address and make changes, if necessary.</p> <p>In this example, the address is correct.</p> <p>For this example, click the <b>Proceed with the address I have entered</b> option.</p>
21.	<p>Click the <b>Save</b> button.</p>
22.	<p>A confirmation message appears.</p> <p>Click the <b>OK</b> button.</p> 



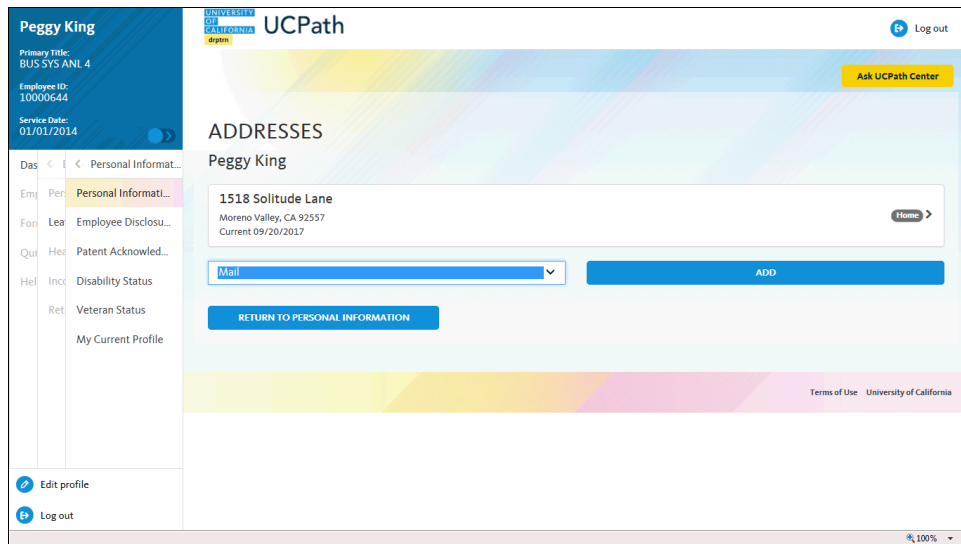
Step	Action
23.	You can enter multiple addresses. For this example, add a mailing address.  Click the <b>Change Home/Mailing Addresses</b> button.





Step	Action
24.	Click the button to the right of the <b>Select an Option</b> field.



Step	Action
25.	For this example, click the <b>Mail</b> list item.



Step	Action
26.	Click the <b>Add</b> button.

Step	Action
27.	In the <b>Change As Of</b> field, use the calendar to enter the date your address change took or will take effect. The default date is today's date.
28.	Enter the desired information into the <b>Address 1</b> field. For this example, enter <b>28981 Alessandro Blvd.</b>
29.	Click in the <b>City</b> field.
30.	Enter the desired information into the <b>City</b> field. For this example, enter <b>Moreno Valley.</b>
31.	Click in the <b>State</b> field. 
32.	Enter the desired information into the <b>State</b> field. For this example, enter <b>CA.</b>
33.	Click in the <b>Postal</b> field.
34.	Enter the desired information into the <b>Postal</b> field. For this example, enter <b>92555.</b>
35.	Click the <b>Save</b> button.
36.	Notice that the verification message did not appear for this address. Only the confirmation message appeared. The address was correctly entered.  Click the <b>OK</b> button. 
37.	You have updated your address in UCPath online.  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 > <b>Personal Information Summary.</b> <b>End of Procedure.</b>



