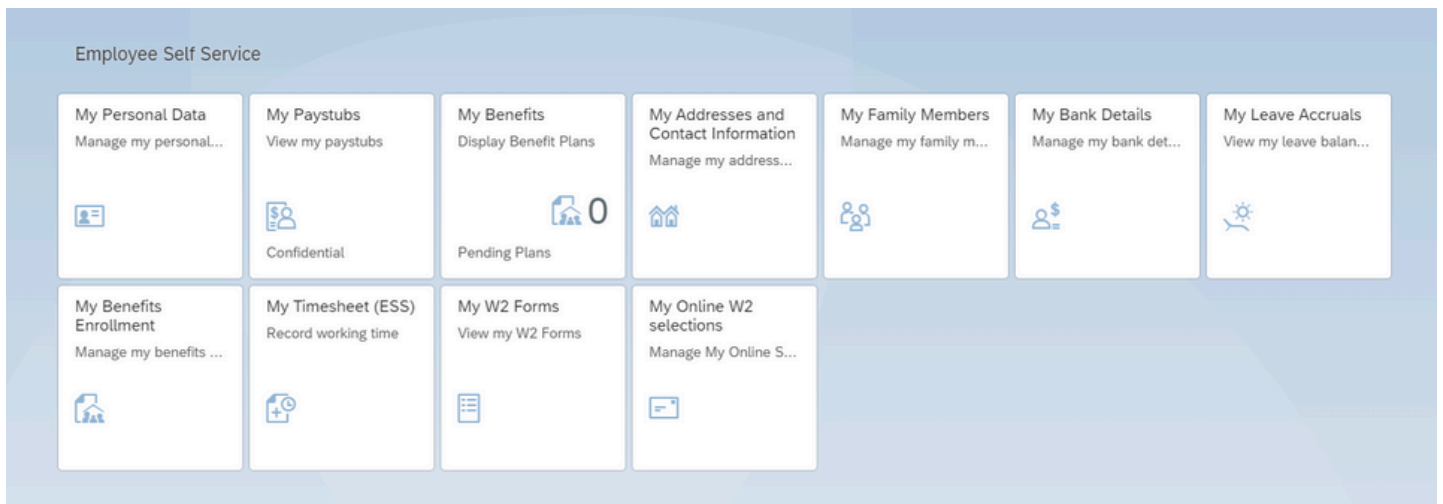
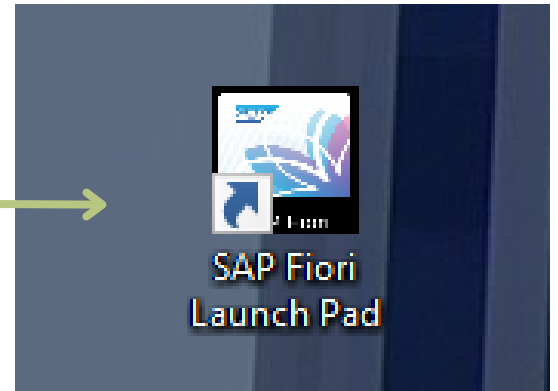


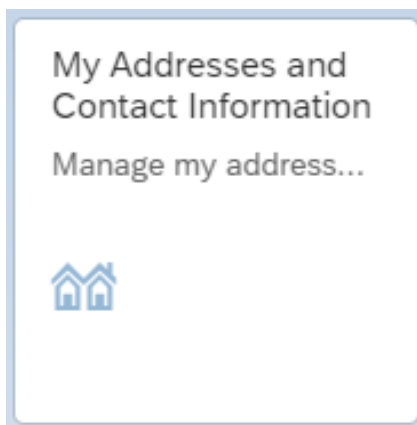


# HOW TO UPDATE YOUR ADDRESS, PERSONAL & EMERGENCY CONTACT INFORMATION

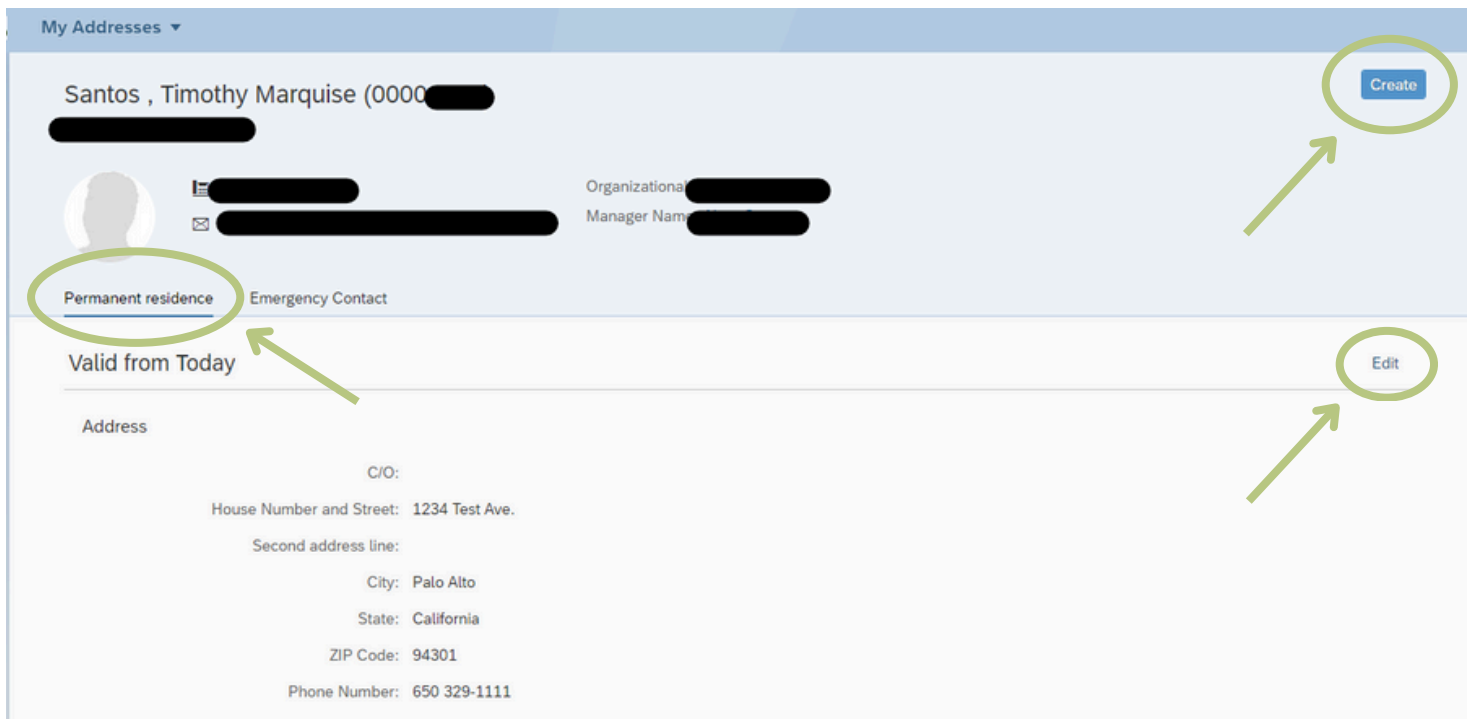
To begin, click into the SAP  
Fiori application on your  
desktop.



You will now see a page in your browser that  
looks like the one above.



Click into the “My  
Addresses and Contact  
Information” tile.



To update your address or personal contact information, make sure you are in the “Permanent residence” tab. Click “Create” to change your address. Click “Edit” if you only want to update an element of your address (phone number, apartment number, etc.)

My Addresses /  
New Permanent residence

Permanent residence

Address

C/O:

\*House Number and Street:

Second address line:

\*City:

\*State:

\*ZIP Code:

Phone Number:  Area Code  Number

Communication Type:  Area Code  Number  Extension

Communication Type:  Area Code  Number  Extension

Communication Type:  Area Code  Number  Extension

Communication Type:  Area Code  Number  Extension

Type in your new or updated address and personal contact information.



Select an effective date for your new or edited address and personal contact information. This can be today or in the future, but cannot be in the past. Then hit “save”.

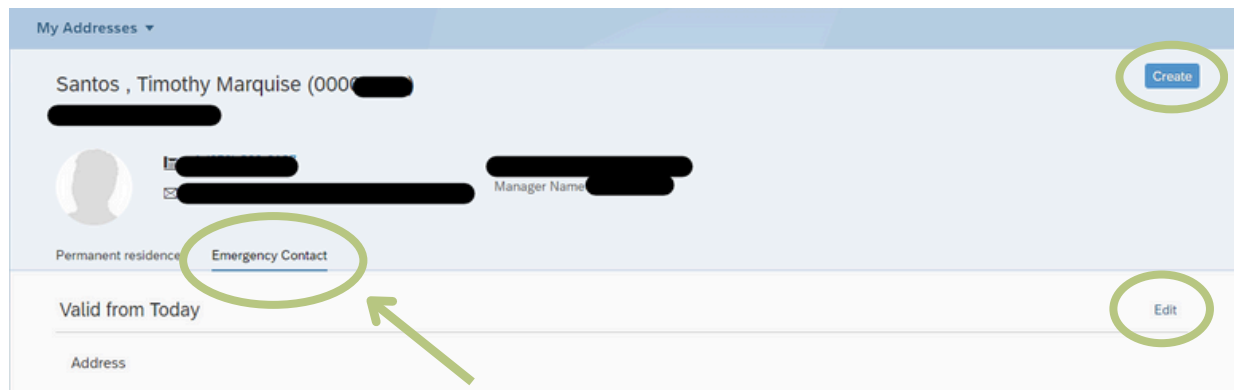
Hi,

Your request to change or update your address, personal contract details or your emergency contact information has been processed.

If you did not make this change, please contact HR at (650) 329-2376

Best,  
HR Team

In your inbox, you will find an email similar to the one pictured above. This means you have successfully updated your address!



To update your emergency contact, make sure you are in the “Emergency Contact” tab. Click “Create” to change your emergency contact. Click “Edit” if you only want to update an element of your emergency contact information (phone number, apartment number, etc.).

My Addresses /  
New Emergency Contact

Emergency Contact

Address

C/O:

\*House Number and Street:

Second address line:

\*City:

\*State:

\*ZIP Code:

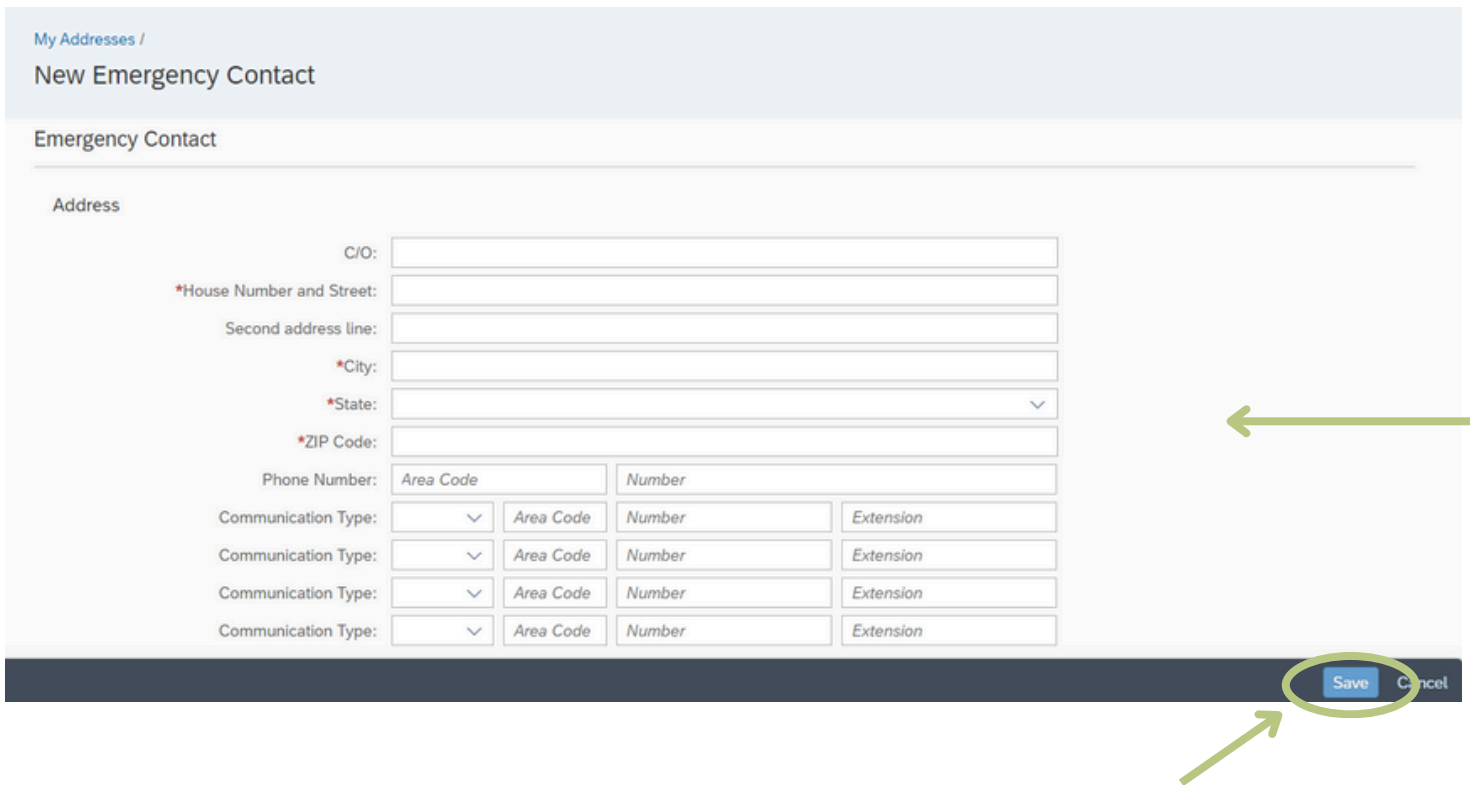
Phone Number:

Communication Type:

Communication Type:

Communication Type:

Communication Type:



Type in your new or updated emergency contact information. Then hit “save”.

Hi,

Your request to change or update your address, personal contract details or your emergency contact information has been processed.

If you did not make this change, please contact HR at (650) 329-2376

Best,  
HR Team

In your inbox, you will find an email similar to the one pictured above. This means you have successfully updated your emergency contact!