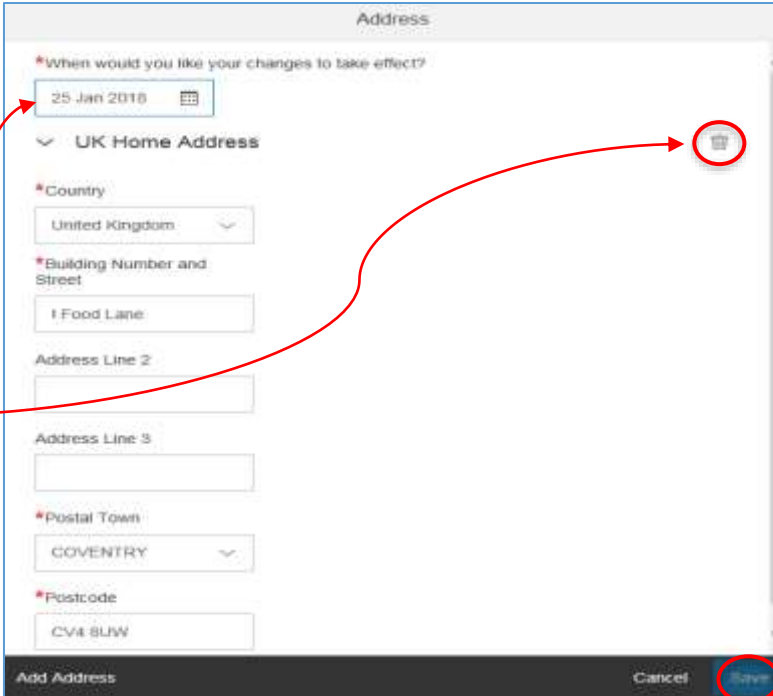# Updating your Address – Quick Guide

1 Click on the **'My Profile'** tile on your SuccessFactors homepage and then scroll down to the **'Address Information'** section.

2 Click on the pencil icon next to the **'Address'** heading to begin editing your details (a pop-up window will appear).

3 Select or enter the date that you want your change of address to take effect from. Please be aware of the monthly cut-off dates for this change to be transferred to our payroll system.

4 Click on the rubbish bin icon to delete your old address details completely and to enter new details in blank address fields. Alternatively, edit just the fields that need changing if some of your details (e.g. postal town) are remaining the same.

5 **NB: You must not use any special characters in your address (including commas or apostrophes) and you must use block capitals and put a space in the middle of your postcode, otherwise your details will not be able to transfer into our payroll system.**

6 Click **'Save'**.

Address

*When would you like your changes to take effect?

25 Jan 2018

⌄ UK Home Address

*Country
United Kingdom

*Building Number and Street
I Food Lane

Address Line 2

Address Line 3

*Postal Town
COVENTRY

*Postcode
CV4 8UW

Add Address   Cancel   Save