

Quick Reference Guide: *Indicate Work From Home Address***Keep in mind**

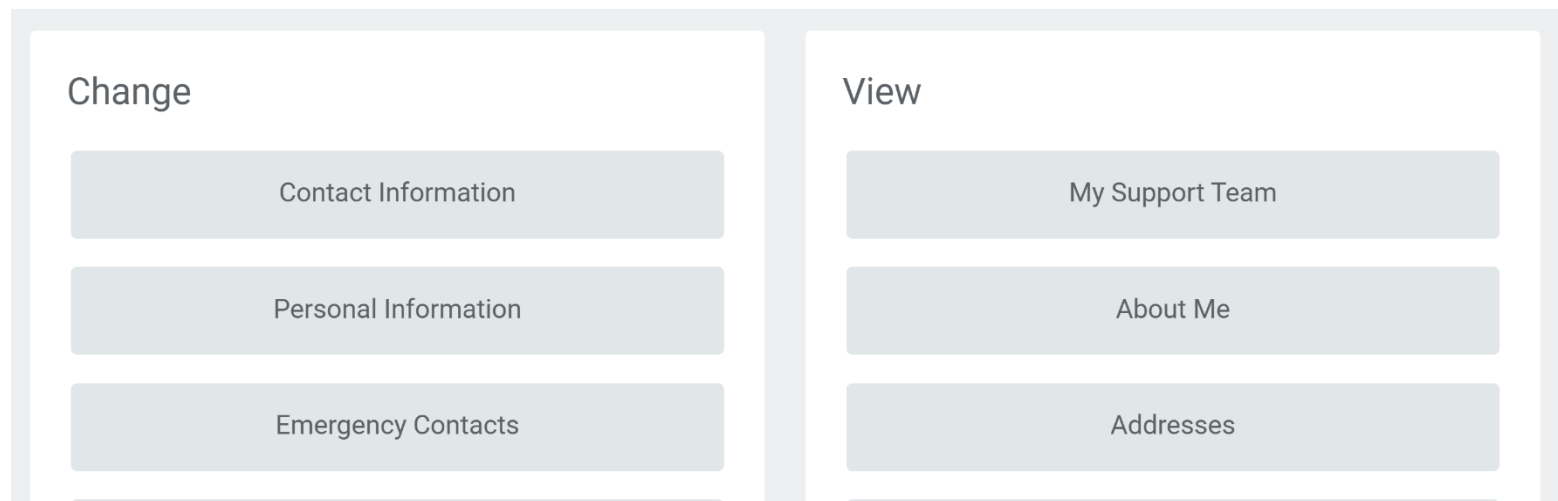
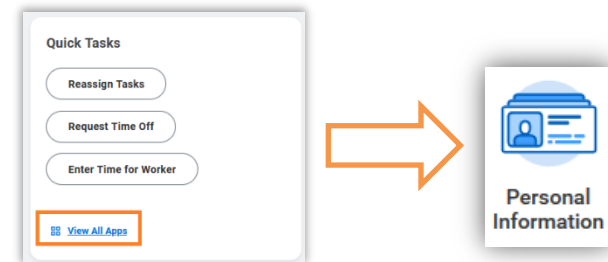
- You can also update your Primary Phone, Additional Phone, and Primary Address using the contact change process.
- Remember to specify your Work From Home Usage Type and Number of Days Working Remotely

Information Needed


- Primary Remote Work Location (Work From Home) Address


Steps:

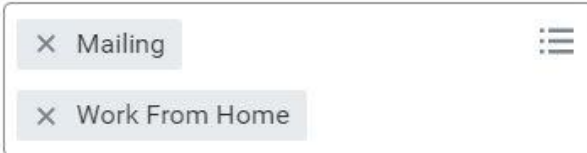
1. From the **Home Page**, click on the **View All Apps** link (in the Quick Tasks section.) Click on the **Personal Information** app.
2. Select **Contact Information** from the “Change” section on the left.



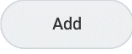
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3. Click on the **Edit Icon** .
4. Under Home Contact Information, take a moment to make sure the address(es) listed are accurate.

1. If your Work From Home address is the same as your primary address click on the **Edit Icon**  in the Home Contact Information **Primary Address** section. In the **Usage** field, select **Work From Home** and add the Number of Days Per Week you work remotely.

Usage


Usage selection interface showing two options: "Mailing" and "Work From Home". A list icon is visible on the right side of the selection box.

2. If your Work From Home Address is different than your primary address click on the **Add Icon**  in the Home Contact Information **Additional Address** section and enter your new Address Line 1, Address Line 2, City, State, Postal Code, and Country, and be sure to select **Work From Home** in the **Usage** field and add the Number of Days Per Week you work remotely.

Number of Days Per Week


Number of Days Per Week input field showing the value 5.



If you have entered **any punctuation at all** in the text fields of an address, you will not be able to submit the task.

- For street directions, use "N" or "North" instead of "N."
- For street abbreviations, use "St" or "Street" instead of "St."
- For apartment numbers, use "1" instead of "#1" or "No. 1"

5. Click on the **Submit Icon**  to submit this task. Click the **Done Icon**  to leave this task.