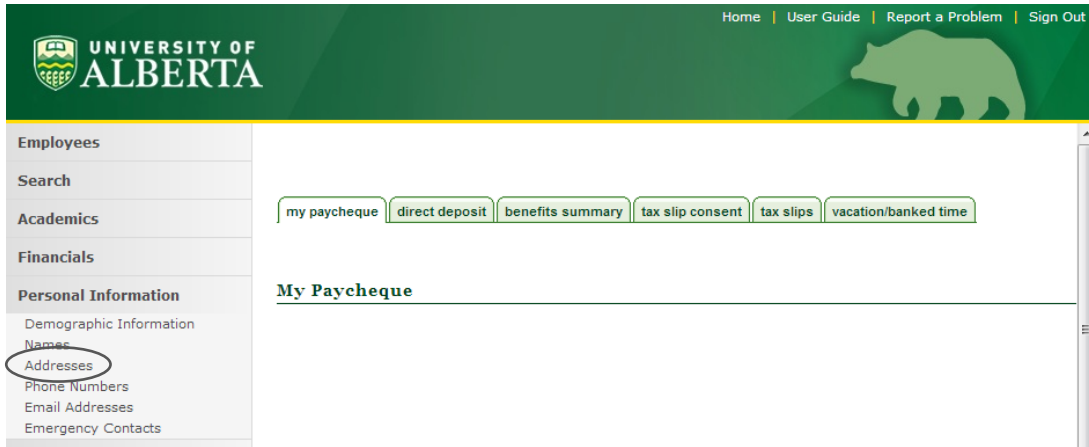


# Personal Information - Addresses

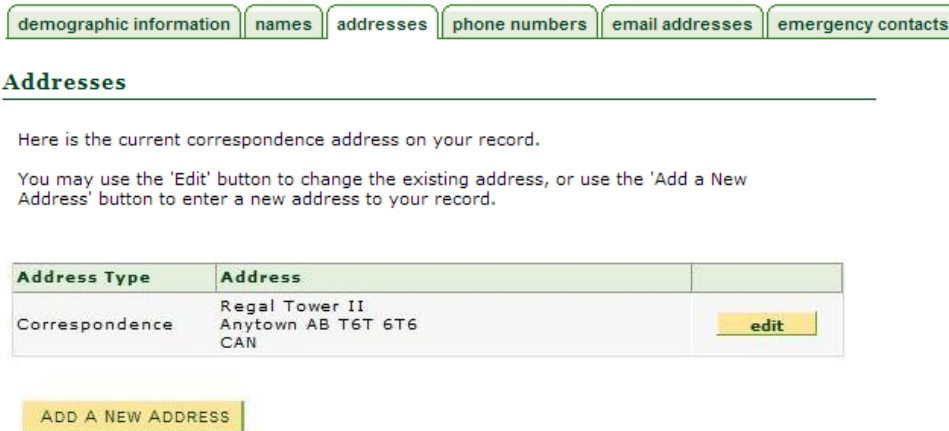
## Human Resource Services (HRS)

Under **Addresses** you can indicate that your address has changed or will change on a particular date. You can also update an address that is incorrect.

1. Click **Personal Information** from the left menu items, select **Addresses** from the drop down menu.



2. Click the **Edit** button to change/correct the existing address on file, or click **Add a New Address** to enter a new address to your record.



3. Enter text or replace text on the address lines provided. Select **OK** to save the update to your record.

### Edit Address

Country: Canada [Change Country](#)

Address 1:

Address 2:

Address 3:

Address 4:

City:  Province:  Postal: