

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.

Address Type	Address	
Correspondence	Regal Tower II Anytown AB T6T 6T6 CAN	edit

[ADD A NEW ADDRESS](#)

Select Edit to update your address

Click Add a New Address

Edit Address

Country: Canada [Change Country](#)

Address 1: Regal Tower II

Address 2:

Address 3:

Address 4:

City: Anytown Province: AB Postal: T6T 6T6

[OK](#) [Cancel](#)

Select **Addresses** from the list of links under **Personal Information**



STEPS To Edit or Change your Address:

1. Click the [edit](#) to change/correct the existing address on file
2. Click [ADD A NEW ADDRESS](#) to enter a new address to your record
3. Enter text or replace text on the address lines provided.
4. Select [OK](#) to save the update to your record