

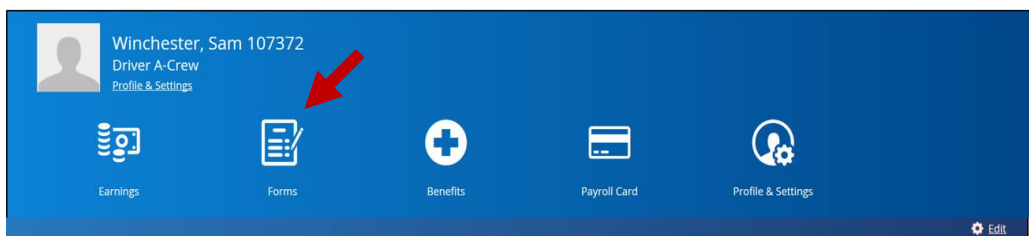
# ADDRESS CHANGE/UPDATE



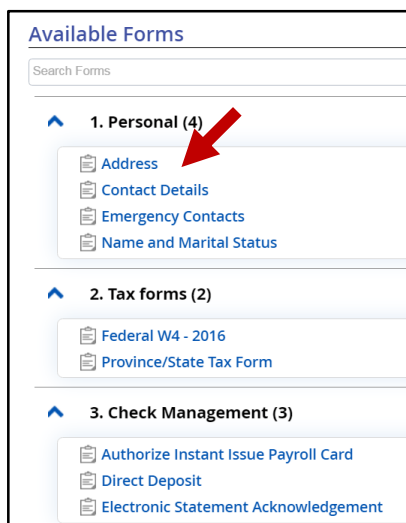
1. Login in to DayForce using your username and password.



2. From the Home Screen select Forms.



3. From this screen, select Address.



# ADDRESS CHANGE/UPDATE



- This screen allows you to add or delete an address. If you live in an apartment, condo, townhome or building that identified with a unit number, you will need to list that in the "Address Line 2" box to ensure any mail gets to you. Be sure to drag the grey scroll bar across the entire way as there are several boxes you MUST fill in. Once you have completed all boxes, click on Submit.

Address

Winchester, Sam 107372  
Status: Active Employee Number: 107372

Address Information

+ Add - Delete

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line 4
Primar...	United States of ...	123 Mister Way			

Supporting Documents

Please attach additional details if desired.

Save Draft Submit Cancel Print