To Make Address Changes
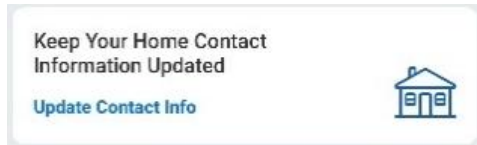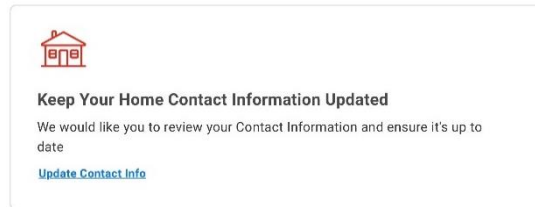
If you have access to a smartphone:	If you have access to a computer:	If you do **not** have access to a computer or a smartphone:
• Sign into the Workday app • Find and click on Keep Your Home Contact Information Updated Update Contact Info • Make changes: o Click on ✏ next to any sections that you need to edit or add. • Submit changes: o Click **Submit** which is at the bottom of the screen. o Until you click **Submit** changes will not be saved.	• Sign into Workday Click Here to Go to Workday • Find 🏠 Keep Your Home Contact Information Updated We would like you to review your Contact Information and ensure it's up to date Update Contact Info • Click on **Update Contact Info** • Make changes: o Click on ✏ next to any sections that you need to edit. o Click on **Add** in any section that you need to add. • Submit changes: o Click **Submit** which is at the bottom of the screen. o Until you click **Submit** changes will not be saved.	• Send an email to workday.jira@sefl.com • In the email include the following information: o Name o EE ID o That you need your mailing address updated o Your new address