












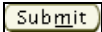
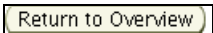




Update Main Address

1.	<p>Click on the <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > PERSONAL INFORMATION.</p>
2.	<p>Click the EMPLOYEE DIRECT ACCESS Responsibility.</p>
3.	<p>Click the PERSONAL INFORMATION link.</p> <p></p>
4.	<p>This example demonstrates updating the main address.</p> <p>Click on UPDATE button in the <i>Main Address</i> region.</p> <p></p>
5.	<p>Select the CORRECT OR AMEND THIS ADDRESS if the current address must be corrected.</p> <p>Select the ENTER A NEW ADDRESS IF YOU HAVE MOVED if a different address must be entered.</p> <p></p>
6.	<p>Click the Next button.</p> <p></p>
7.	<p>Click on the Effective Date button.</p>
8.	<p>Click on the Calendar icon for the date.</p> <p>For this example, click on Thursday, October 23, 2008.</p> <p></p>
9.	<p>Select the type of address you are entering from the TYPE field's pull-down menu.</p> <p>Click on the TYPE pull-down menu arrow.</p> <p></p>
10.	<p>Select the type of address from the pull-down menu.</p> <p>Click on Home.</p> <p></p>
11.	<p>Enter the address information in the ADDRESS LINE 1-3 fields.</p> <p>Type 329 Austin Street in the ADDRESS LINE 1 field.</p> <p></p>
12.	<p>Enter the desired information into the Address Line 1 field. Enter "329 Austin Street.</p>
13.	<p>Click in the City field.</p> <p></p>

14.	<p>Enter the new information into the City field.</p> <p>Enter "Midlothian".</p>
15.	<p>Use the Quick Search Feature.</p> <p>Click the Search for City button.</p> 
16.	<p>Cities matching the value entered in the previous window display. Select the appropriate city.</p> <p>Click on the QUICK SELECT icon for MIDLOTHIAN 23112.</p> 
17.	<p>Click the QUICK SELECT button.</p> 
18.	<p>The STATE and ZIP CODE automatically fill-in with the QUICK SELECT feature.</p> <p>Click the NEXT Button to continue.</p> 
19.	<p>Your changes display for your review.</p> <p>Click on SUBMIT.</p> 
20.	<p>A <i>Confirmation</i> message displays to let you know your changes have been applied to the system.</p> <p>Click on RETURN TO OVERVIEW to return to the <i>Personal Information</i> window.</p> 
21.	<p>Click on the HOME link to return to the <i>Navigator</i>.</p> 
22.	<p>Click the Logout link.</p> 
23.	<p>In this lesson, you learned how to update your address in STEP Employee Direct Access.</p>