

# Update Address

1. Log into A360 <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Employee Self Service**



3. Click the **Home** tab



4. In the **Welcome** Widget, click **Update Address**



5. Contact Name Information

The **Contact Name Information** section displays the information that is on file for your name. You can change your *contact name* as desired (for example, if your name is Robert but you prefer to be contacted as Bob, you can enter Bob in the **Preferred First Name** field). Select **Next** to proceed to the next section. **Note: This is not where you make a legal name change.**

A screenshot of the "Update Address" form. At the top, there's a breadcrumb trail: "Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > Enter Email". Below this, it says "Please verify the information in the fields below." The form is titled "Contact Name Information" and contains several input fields: "Preferred Name Prefix", "Preferred First Name" (with "Leroy" entered), "Preferred Middle Name" (with "R." entered), "Preferred Last Name" (with "Brown" entered), "Preferred Name Suffix", "Private Home" (a dropdown menu with "N/A" selected), and "Residency Code". At the bottom right, there are two buttons: "Next >" and "Submit", with the "Submit" button red-bordered.

## 6. Enter Home Address > Enter Mailing Address

Use the Enter Home Address section to enter your home address information. Select the **Same Mailing Address** check box on the line if the address you entered will be used as your mailing address. If your mailing address is different, uncheck the box and click Next to enter your mailing address.

Contact Name Information > **Enter Home Address** > Enter Mailing Address > Enter Phone > Enter Email

Enter your Home Address information. If your Mailing Address is the same as your Home Address, select the same Mailing Address check box.

\*Street 1: 1234 State St      \*Zip/Postal Code: 49504  
Street 2:      Country: United States  
\*City: GRAND RAPIDS      County:  
State/Province: Michigan      **Same Mailing Address?:**

**< Previous   Next >   Submit**

## 7. Enter Phone

Use the **Enter Phone** section to add up to four phone numbers. At least one phone number must be entered. Select the Primary Phone check box on the line of the phone number you wish to be used as your primary phone number.

Select **Next** or the **Enter Email** link to proceed to the next section.

Contact Name Information > Enter Home Address > Enter Mailing Address > **Enter Phone** > Enter Email

HPADDR4 - Enter in your phone information below.

\*Phone: 616-123-4567    Ext:    Type: Home    Primary Phone:   
Phone:    Ext:    Type: Fax    Primary Phone:   
Phone:    Ext:    Type: Fax    Primary Phone:   
Phone:    Ext:    Type: Fax    Primary Phone:

**< Previous   Next >   Submit**

## 8. Enter E-mail

Use the **Enter E-mail** section to add up to two e-mail addresses. At least one e-mail address must be entered. Select the Primary E-mail check box on the line of the e-mail address that you wish to use as your primary e-mail address. Select **Submit** to save your changes or **Previous** to return to a previous section.

Update Address

Contact Name Information > Enter Home Address > Enter Mailing Address > Enter Phone > **Enter Email**

CTEXT not found

E-mail: jeroy.brown@kentcountymi.gov    Confirm E-mail: jeroy.brown@kentcountymi.gov    Primary E-mail:   
E-mail:    Confirm E-mail:    Primary E-mail:

**< Previous   Submit**