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.**

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 you mailing address is different, uncheck the box and click Next to enter your mailing address.

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.

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.

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