

TIP SHEET

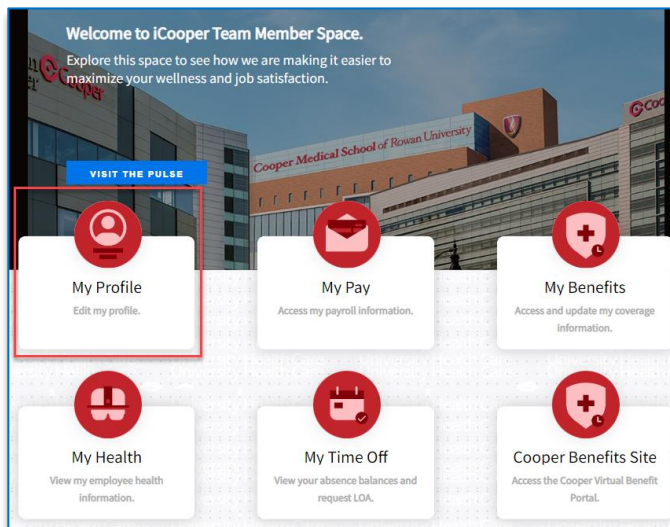
Human Resources

Purpose: *Change Address in Team Member Space*

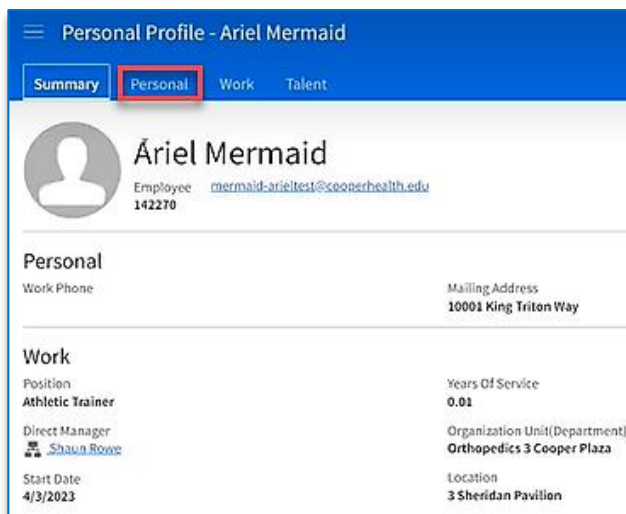
This tipsheet is available to assist you with changing your address in Team Member Space. You can change your address details or your entire address. Changes to an address are displayed immediately in your profile throughout the application.

Workflow

1. Click **My Profile**.



2. Select the **Personal** tab.



3. In the **Addresses** pane, select an address to edit.

The screenshot shows a patient record interface with four main panes: Personal Information, Contact Information, Emergency Contacts, and Address. The Address pane is selected and contains the following information:

10001 King Triton Way
Camden, NJ 08103
Mailing Address: Yes
Residential Address: Yes
Active: Yes

A red arrow points to the Address pane, and a red box highlights the address details.

4. Enter the **Effective Date** of this address change.

a. **Note:** The Effective Date is the date the change will take or took effect and is required.

The screenshot shows a form titled "Change Address For Ariel Mermaid-142270". The "Effective Date" field is highlighted with a red box and contains a calendar icon.

5. Enter the fields in the **Enter the Address Changes** section.

The screenshot shows a form titled "Enter The Address Changes". The title is highlighted with a red box. The form contains the following fields:

Country	US	United States of America
Street Address	10001 King Triton Way	
City	Camden	
State/Province	NJ	New Jersey
Zip Code	08103	
County/District	Camden	

6. Select the **Submit** button.

Change Address For Ariel Mermaid-142270

Effective Date *
4/6/2023

Enter The Address Changes

Country
US United States of America

Street Address
10001 King Triton Way

City
Bangor

State/Province
PA Pennsylvania

Zip Code
08103

County/District
Camden

Send Mail To This Address
 I Live At This Address

Cancel Submit

You have successfully changed your address.