


# DESKTOP – ADDRESS CHANGE

## Objective

To learn how to submit an HR Action request for personal information changes & update banking information.

## Address Change

1. Click the **Show Menu**  icon to open the Navigation menu (top left corner of screen).

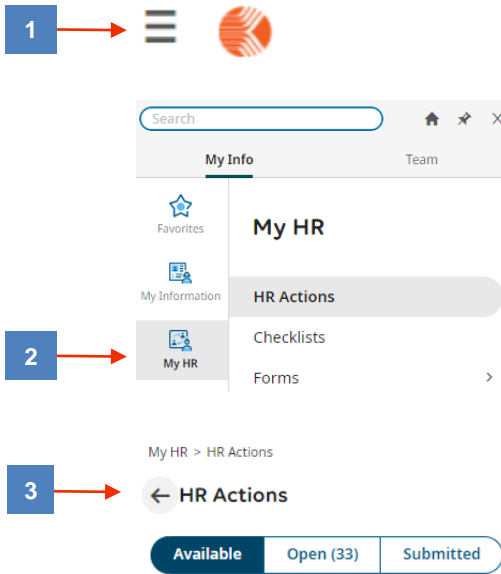
2. Click the **My HR** option and select **HR Actions**.

3. Navigate and click on the **Available** tab for a list of HR Actions to appear.

4. Click the **Start** option to the right of **Address Change** to update your address.

5. Complete all \* mandatory fields & click **submit** when finished.

6. You will receive a notification email once you have submitted your request for address change.



### Address Change

Complete all \* mandatory fields> select **submit** to update address change.

### ← Address Change

Complete all \* mandatory fields> select **submit** to update address change.  
Effective From \*

11/08/2023

Save

Submit

### Group #1

Country\*

Canada

Street\*

12 Smith Street

City\*

Paris

Province\*

Ontario

Postal Code\*

N4L 1X4

Separate Mailing Address

Save

Submit

Reply Reply All Forward

Wed 03/02/2021 11:50 AM



hr@oxfordcounty.ca

Address Has Been Updated

To Human Resources

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Jane Test,

Thank you for updating your address. If you are an OMERS member, please note that you will need to update your address with OMERS directly by either going online to [www.omers.com](http://www.omers.com) and logging into MyOMERS, or by contacting OMERS Client Services at 1-800-387-0813.