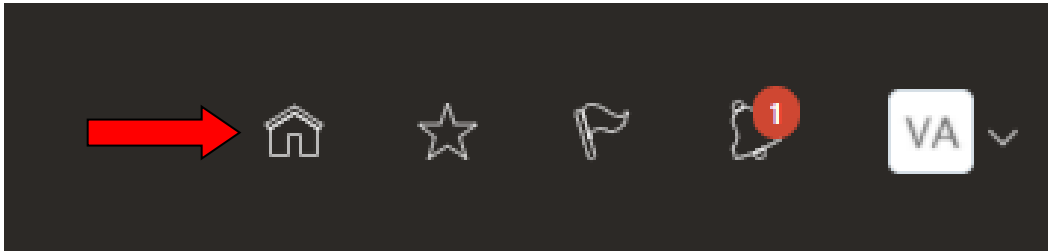




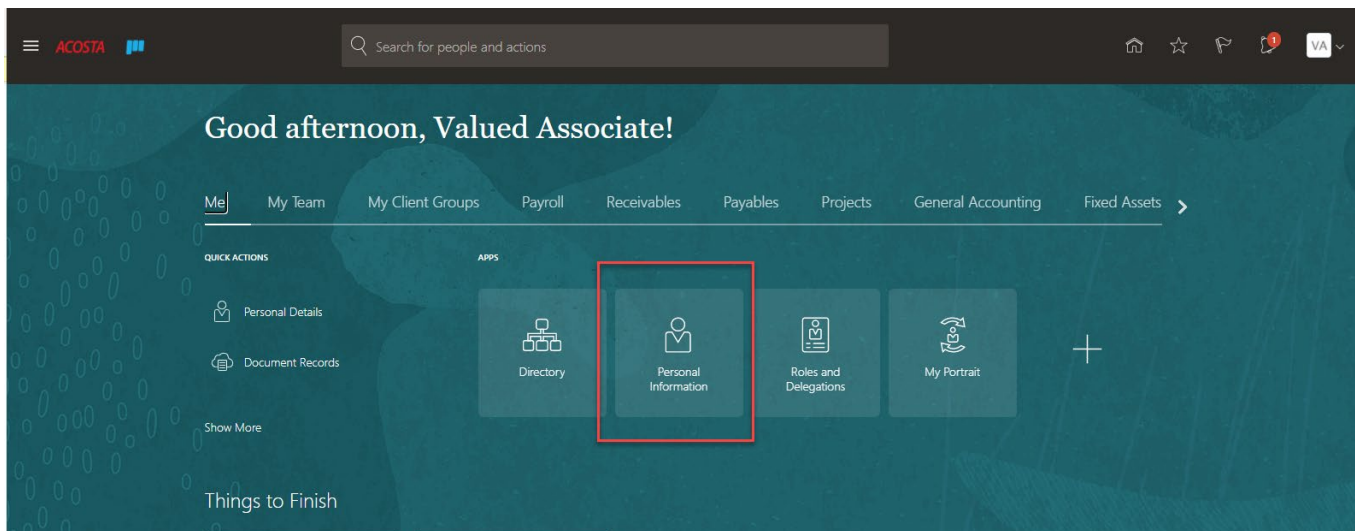
Adding or Editing Home Address in Fusion

Step 1: Open Oracle Fusion through [MyAcosta](#) or through <http://apps.mosaic.com>

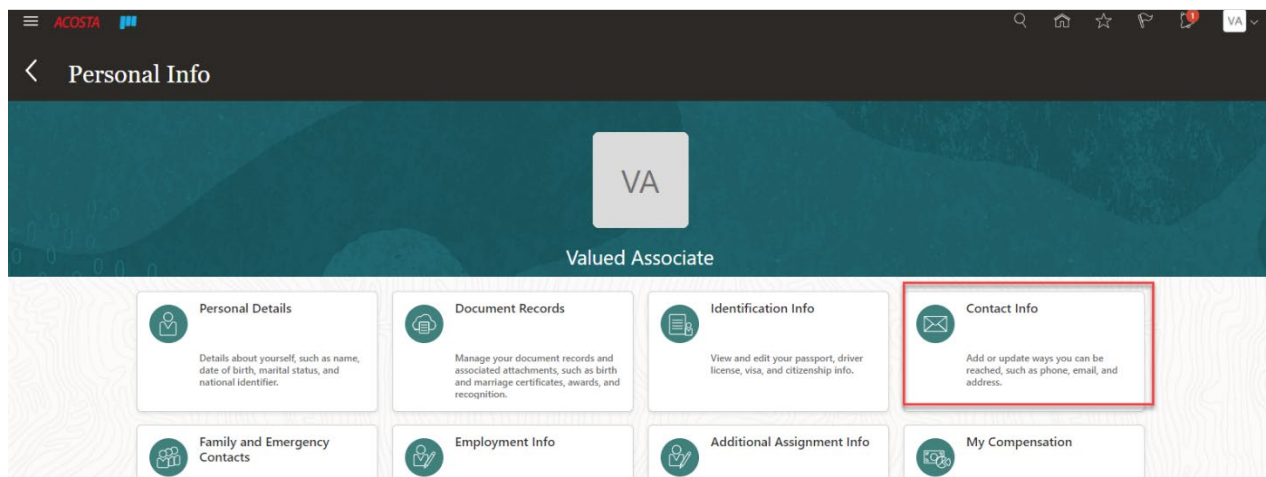
Step 2: Access the Home page by clicking on the Home icon.



Step 2: Click on the **Personal Information** tile.



Step 3: Click on the **Contact Info** tile.





Step 4: Scroll to the **Address** section. Click on **Add**.

Address



+ Add



☒ Home Address

Start Date
10/12/16



Step 5: To add/update the **Home** address, you will need to select **Home Address** from the **Type** drop down menu and then complete the required fields. If you wish to note the updated address as the primary address, you must also mark the **Primary** checkbox.

Address

*Country

United States

*Type

Select a value

*Start Date

12/20/20

*Address Line 1

Address Line 2

City

Select a value

State

Select a value

County

Zip Code

Select a value

☐ Primary

Submit

Cancel



Due to the impact on taxation, the effective date for any address change must always be the current date or a date in the future. For retroactive changes, please contact the HR team.



For US associates only, the **Home Address** must always be a physical residence, you may not use a Post Office Box as a US Home Address.

Step 6: Additionally, you may add any comments or attach any information related to this update of your personal data. Click **Submit**.



Submit

Cancel



Step 6: Once successfully submitted, a notice is generated regarding approval.



We are submitting your changes for approval.



Please note that is an automated system approval and no additional action is required. The updated information will be visible once a few moments has passed allowing this automated action to complete.



For additional support, please contact:

US Associates - Telephone: 877-992-7547 Email: askhr@acosta.com

Canada Associates - Email: CAN-HumanResources@mosaic.com
