Update Home Email in Oracle Fusion

ACOSTA

Adding or Editing Primary Email in Fusion

Step 1: Open Oracle Fusion through My Acosta or through http://apps.mosaic.com
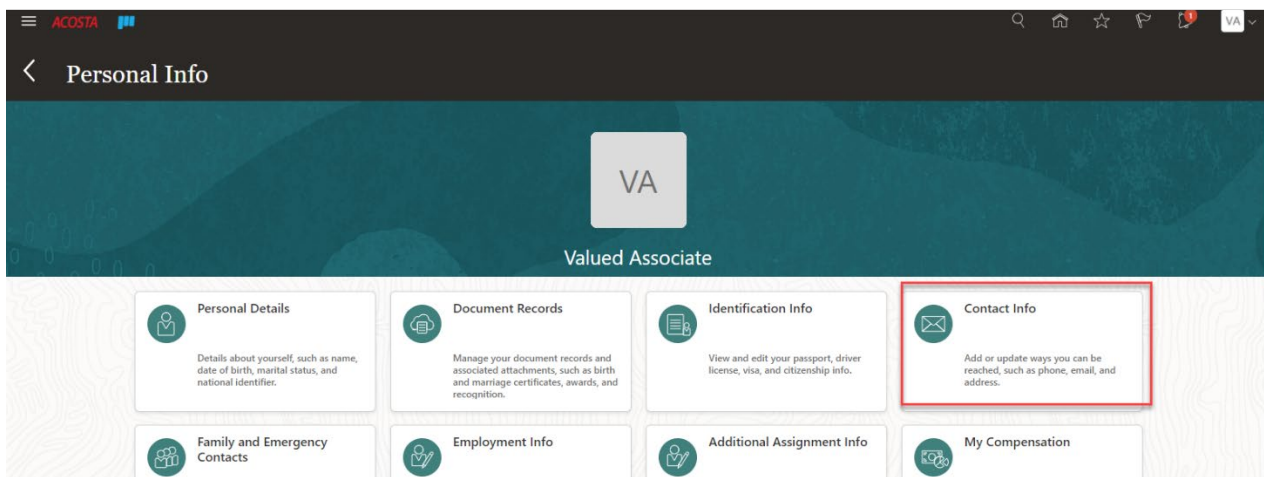
Step 2: Access the Home page by clicking on the Home icon.
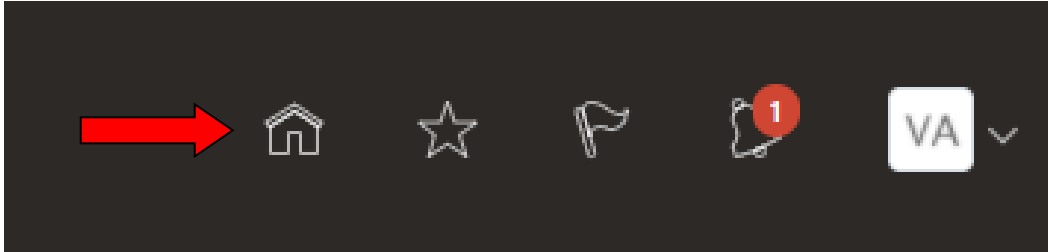
Step 2: Click on the **Personal Information** tile.
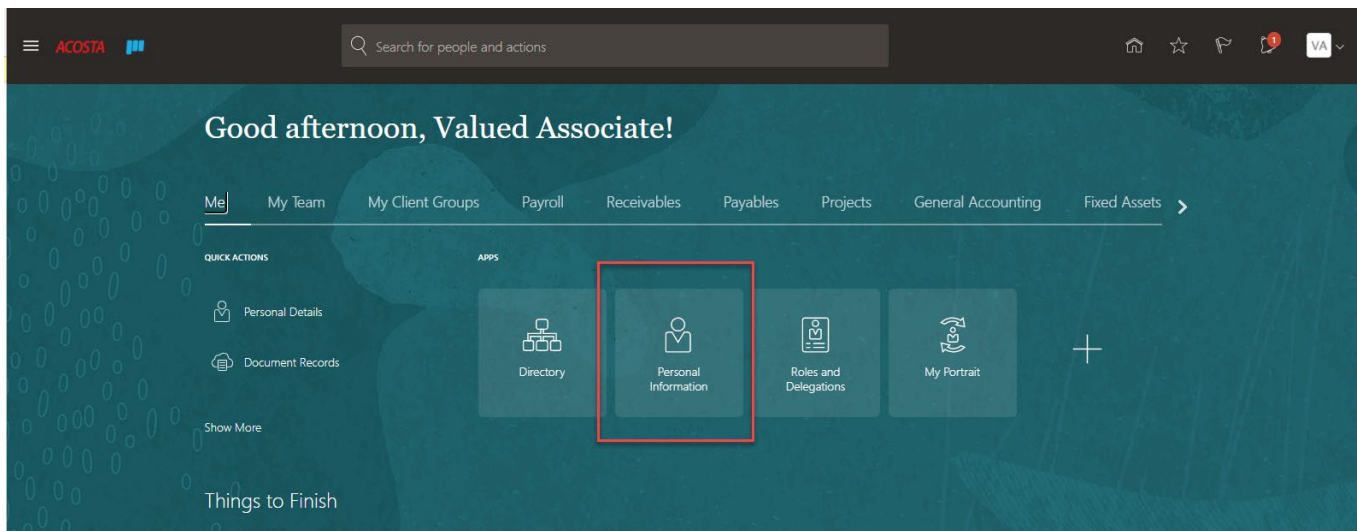
Step 3: Click on the **Contact Info**

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Step 4: Scroll to the **Communication** section. Click the pencil(edit) icon to the right of the **Home Email** field.

Step 5: Add the new/updated Home email. Additionally, you may add any comments or attach any information related to this update of your personal data.

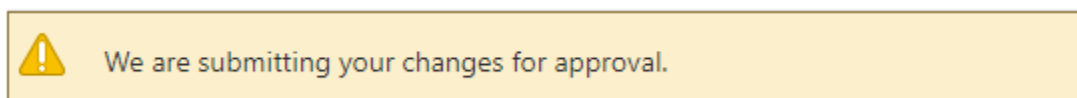**Step 6:** Click **Submit**.

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.

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For additional support, please contact:

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

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