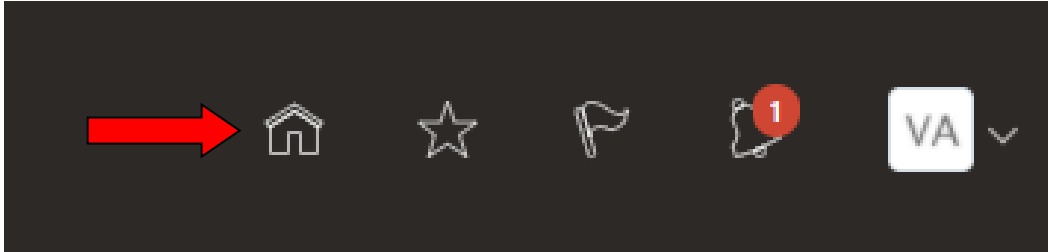




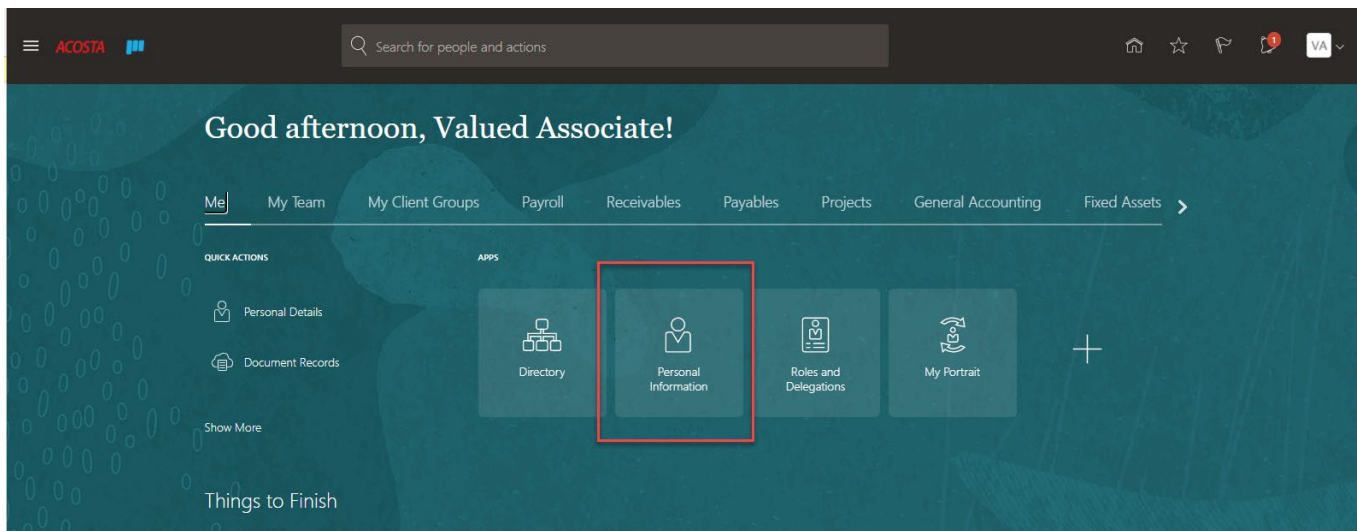
Adding or Editing Primary Email in Fusion

Step 1: Open Oracle Fusion through My Acosta or through <http://apps.mosaic.com>

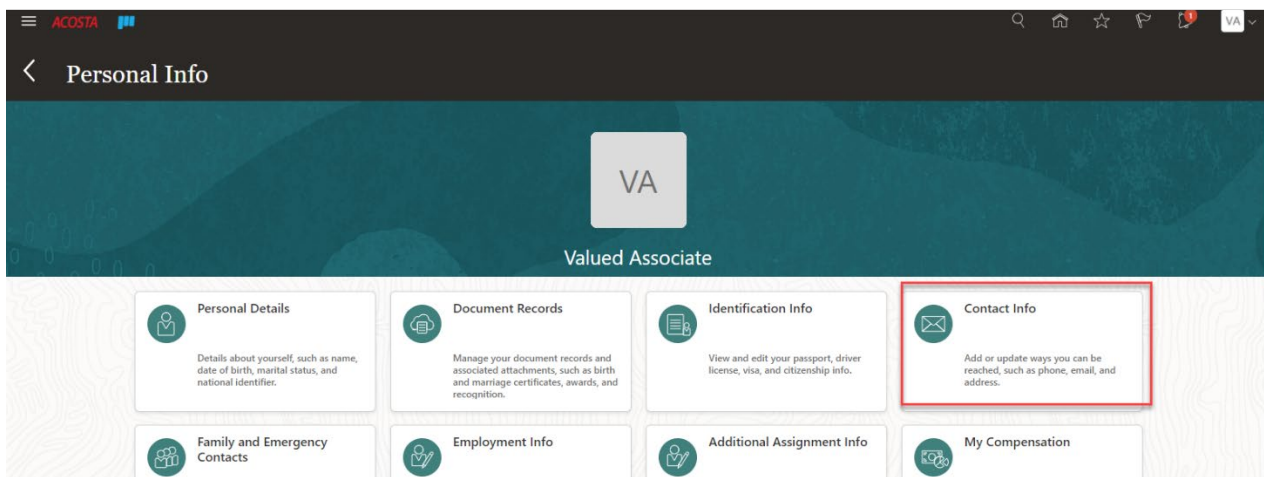
Step 2: Access the Home page by clicking on the Home icon.



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



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





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

Communication

+ Add v ^

Work Phone

Home Phone

☒ Home Mobile Phone

Work Email

☒ Home Email

Step 5: To add/update the **Home Phone** or **Home Mobile Phone**, you will need to complete the required fields. If you wish to note the updated number as the primary telephone contact, you may also mark the **Primary** checkbox

Communication

Work Phone

Delete

Submit

Cancel

Country

United States 1

*Type

Home Phone

Area Code

904

*Number

485-7976

Extension

*From Date

10/12/16

To Date

m/d/yy

☐ Primary

Comments

Attachments



Drag files here or click to add attachment v

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