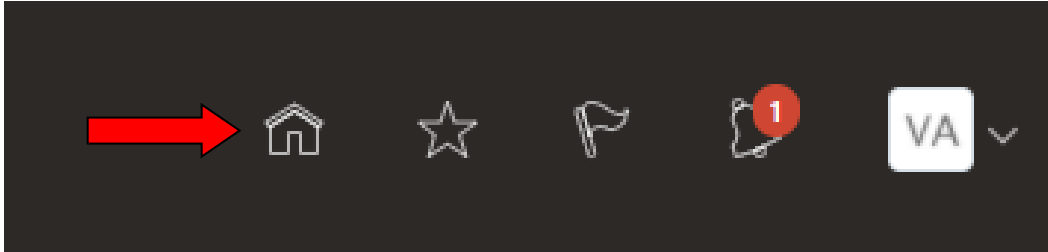




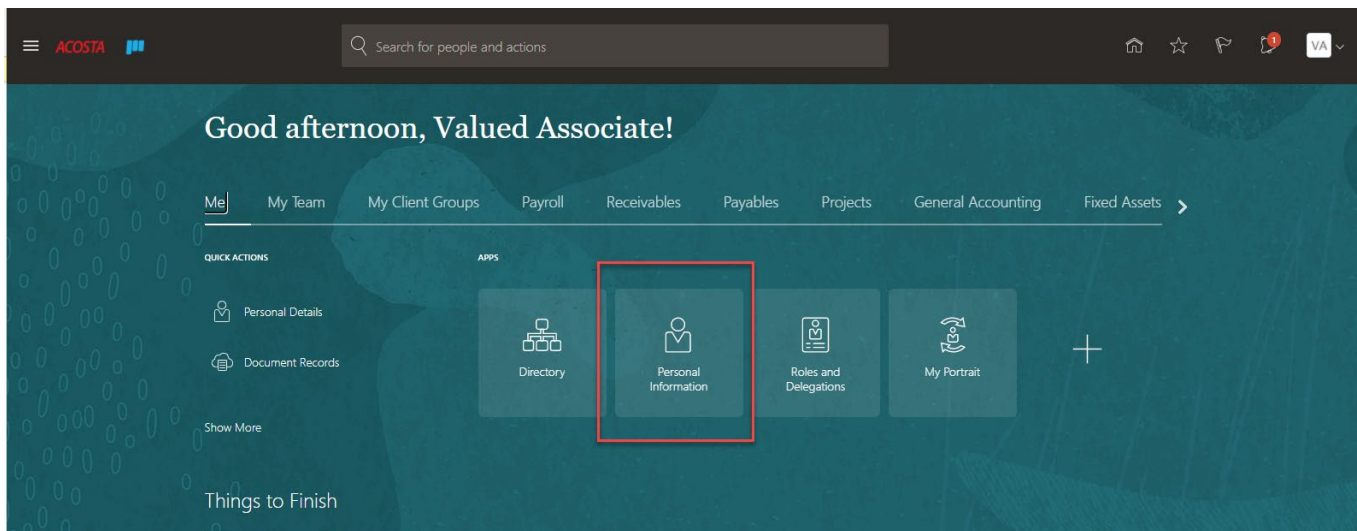
## Adding or Editing Mailing Address in Fusion

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

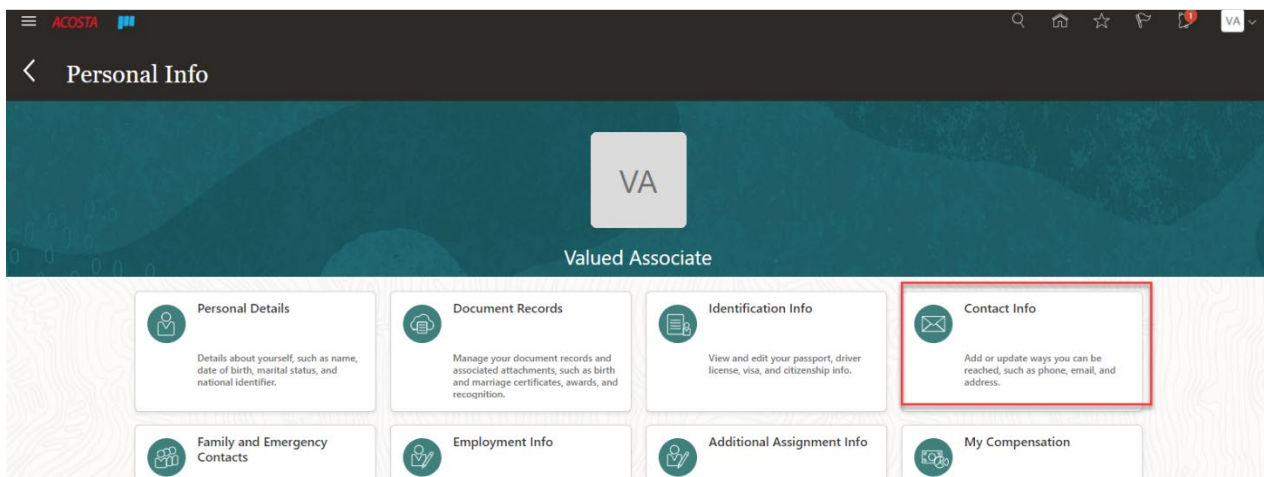
**Step 2:** Access the Home page by clicking on the Home icon.



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



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





**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 **Mailing** address, you will need to select **Mailing/Shipping 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 delivery of business correspondence, 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 however use a Post Office Box as a US Mailing Address. The Mailing Address will be used for the delivery of all pay related information, including physical checks.

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

\*Type

\*Email



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.

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### **For additional support, please contact:**

**US Associates** - Telephone: 877-992-7547   Email: [askhr@acosta.com](mailto:askhr@acosta.com)

**Canada Associates** - Email: [CAN-HumanResources@mosaic.com](mailto:CAN-HumanResources@mosaic.com)

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