

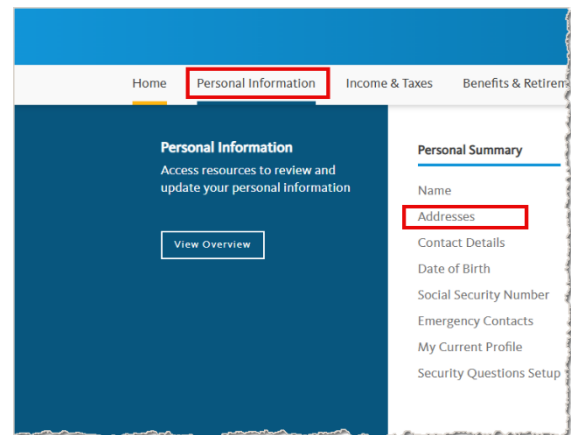
This Job Aid supports the information learned in [EMP110: Personal Information](#)

You can enter a home address and a mailing address within the UCPath system. You must enter your home address; however, the mailing address is optional. If you do not enter your mailing address, the system defaults to your home address.

**Note:** UCPath mails all paper paychecks to your home address, not your mailing address.

### Navigation:

Personal Information > Personal Summary >  
Addresses



- Select the **Edit** button to change your Home Address.
- Select the **Add Mailing Address** link to add an optional address.

Addresses	
LVD-Tod LVD-Braden (He/Him/His) STDT 4	
<b>Addresses</b>	
<b>Home Address</b>	
300 Lakeside Dr Dummy 100 Oakland, CA 94612	Current
<b>Mailing Address</b>	
No Mailing Address exists.	
<a href="#">Add Mailing Address</a>	

- Add/Update your address details. The two required fields are: **Country** and **Postal code**.
- The **Change As Of** date defaults to today's date and is not editable for Home Address. If needed, you can change this date to the Mailing Address.
- Select the **Save** button.

Cancel Home Address Save

\* Indicates required field

**Instructions**

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of 03/21/2025

Address Type Home

\*Country United States

Address 1 300 Lakeside Dr

Address 2 Dummy 100

Address 3

City Oakland

State California

\*Postal 94612

County