HOW TO UPDATE YOUR MAILING ADDRESS IN CYBERBEAR

1. Navigate to the Employee Dashboard
2. Select the “My Profile” button next to your picture.
3. In the Address section, click on the Pencil Icon on the right to edit.
4. Scroll down to “Address” and select the Pencil Icon under your current mailing address to edit.
5. You should see a screen like the one below. In the circled field (below):
   - “Valid Until” —> enter yesterday’s date (EXAMPLE: if you are doing this on 3/25, enter 03/24/2020)

6. Hit “Update” at the bottom of the screen.
7. Now, in the “Addresses” section, select the “Add New” link on the far left.
8. You should see the screen below. In the circled section:
   - “Type of Address” —> “Mailing”
   - “Valid From” —> today’s date (EXAMPLE: if you are doing this on 3/25, enter 03/25/2020)
9. Enter your current address in the appropriate fields, and when you are done, select “Add” at the bottom of the window.