








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)


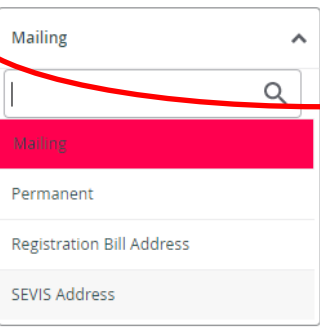





Edit Address ✕

Type of Address Mailing	Valid From 11/19/2019 	Valid Until MM/dd/yyyy 
Address Line 1 2222 Main Street	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City Missoula	State/Province Montana 
County MT-Missoula 	Zip/Postal Code 59801	Country Select Country 

Cancel Update

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.

Add Address ✕

Type of Address Mailing   <ul style="list-style-type: none">MailingPermanentRegistration Bill AddressSEVIS Address	Valid From MM/dd/yyyy 	Valid Until MM/dd/yyyy 
Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3	
City Enter City	State/Province Select State 	
County Select County 	Zip/Postal Code Enter Zip Code	Country Select Country 

Add