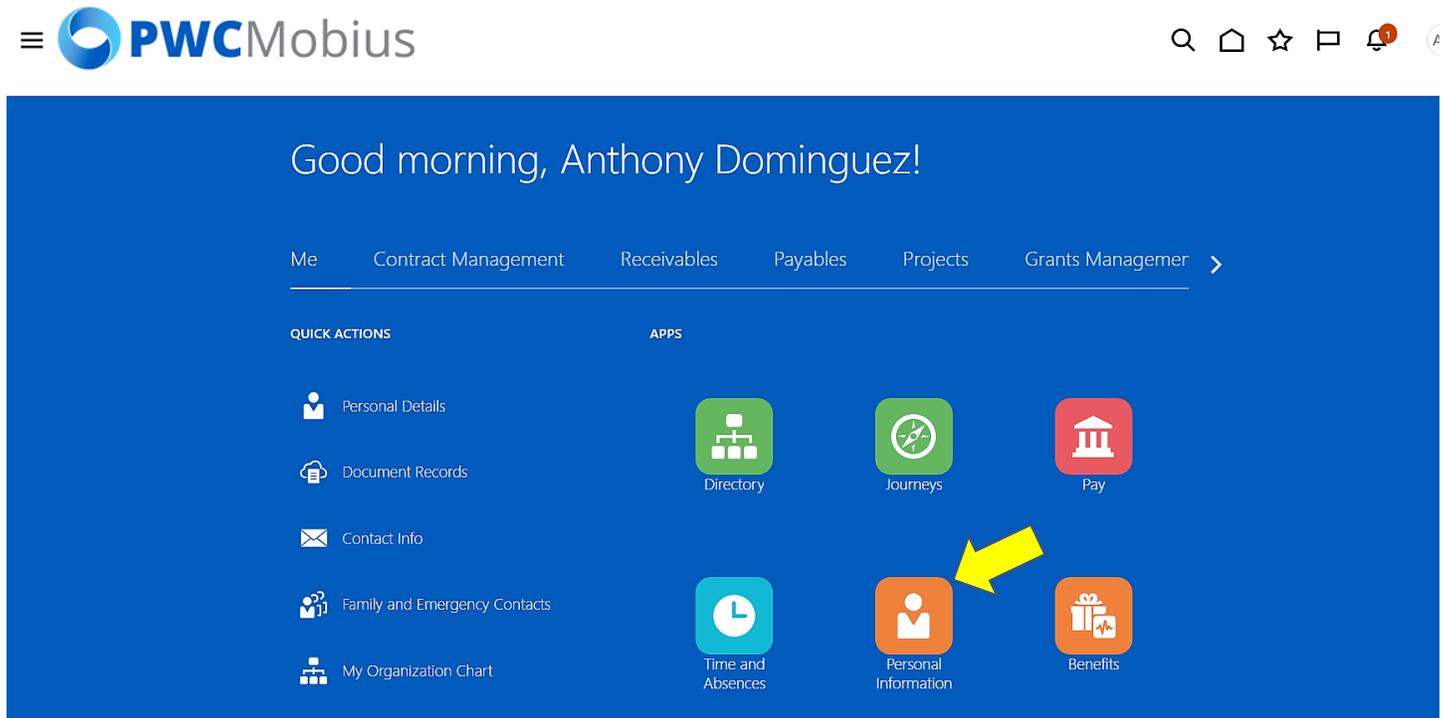


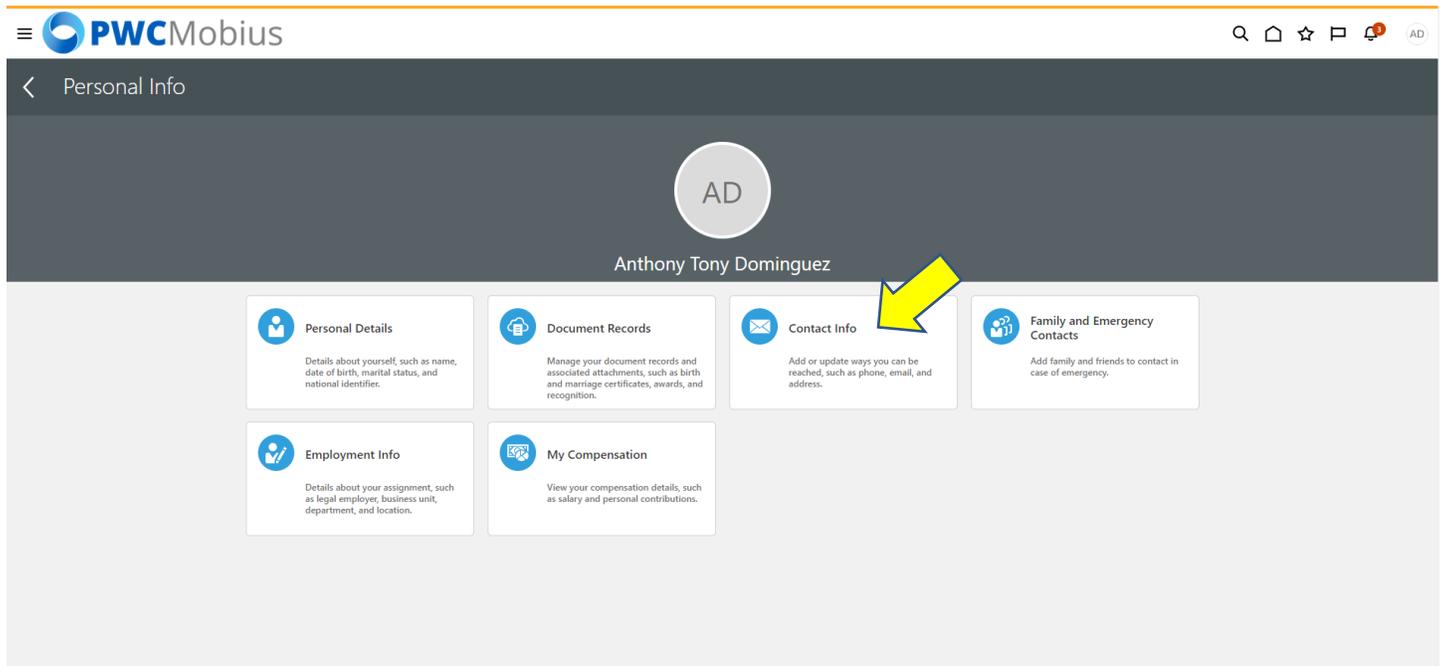
# MOBIUS QUICK GUIDE – HOW TO UPDATE AN ADDRESS OR PHONE NUMBER

Employees may update their address or contact information in Mobius.

Select **Personal Information** from Homepage.



Select **Contact Info**.



Verify and update your **Address**. Select the **pencil icon**  to edit existing information. You may also update your phone number from this section or add additional phone numbers. Anything marked as "work" will be visible to PWC employees in the Directory.

Enter a start date for the address change if the change is in the future or enter today's date to update the address effective today. Update the address information as applicable. Type in the zip code to see the options for City, State, and County. When complete, select **Submit**.

Select the **+ Add** to add additional **Address**. Select the **Primary** box to indicate a primary address. A blue check  will appear.