## 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** for 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.

Contact Anthony Ton	Info y Dominguez			
	Communication Thome Model Phone 1-703-123-4567 Work Entall stomshipust @pwcgow.org		Add v	
	Address • Home Address 25 Lenson Lane woopastick, VA 22193 Prince William UNITED STATES	Start Date 9/12/22	+ Add ^	

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**.

Contact Ir	h <b>fo</b> Dominguez			
	Communication Home Phone Line Laws			
	Work Email tdominguez@pwcgow.org			
	Address			<u> </u>
	Country United States Type	Address Line 2 "ZIP Code	Delete Submit Cancel	<b></b> _
	Home Address "When does this address change start? " <i>myldyyy myldyyy t</i>	22193 *City Woodbridge	~ ~	
	*Address Line 1 25 Lemon Lane	"State VA "County	~	
		Prince William	×	

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

Contact Info Anthony Tony Dominguez	
Work Email tdominguet@precoruorg	
Address	
*Country United States V	*2IP Cede
" <b>Type</b> Select a value ∽	*City Select a value ~
*Start Date 12/22/22 (b)	*State Select a value V
*Address Line 1	*County Select a value
Address Line 2	Primary
Home Advects     Z Famon Lane     WOODBRIDGE, Var 2293     Prince William     UNITED STRIES	5an Dae 9/12/22