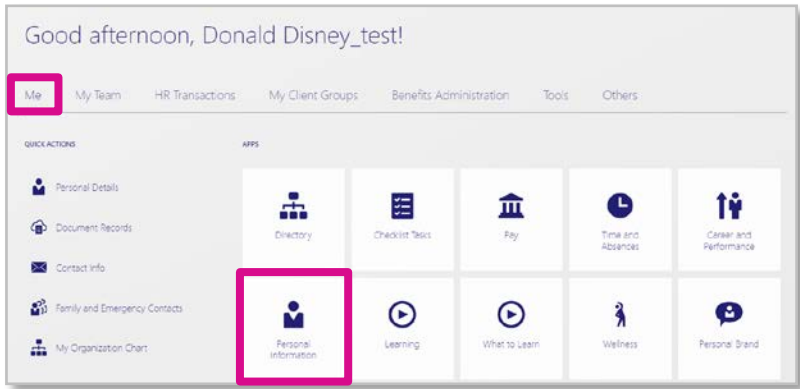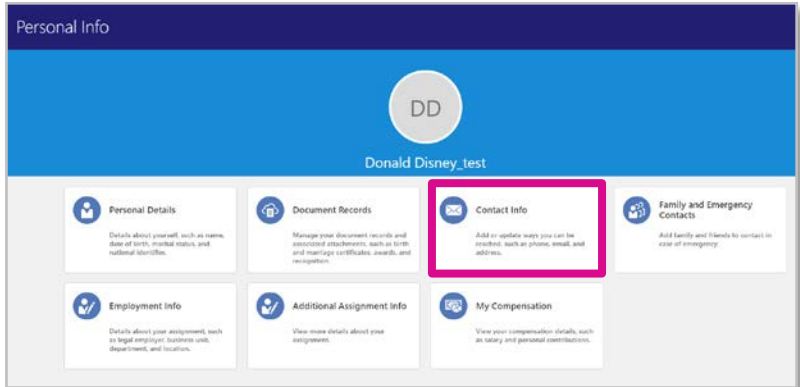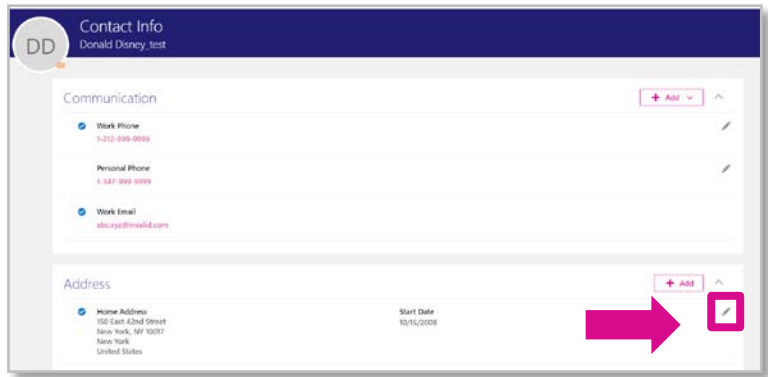# Sinai **Cloud**
Change Your Address

OVERVIEW

This document provides instructions for how to change your address in Sinai Cloud.

AUDIENCE
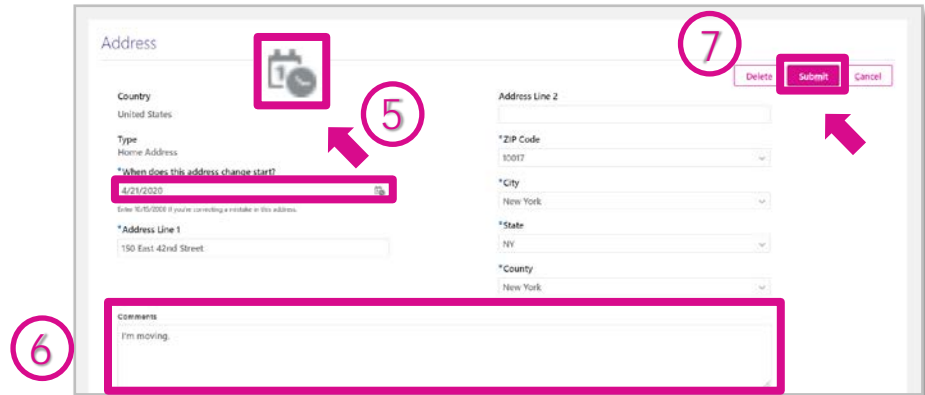
- **Anyone** who uses Sinai Cloud.

Change Your Address	
1. On the Sinai Cloud landing page, click the **Me** tab. 2. Click on the **Personal Information** tile.	
The **Personal Information** page will display. 3. Click on **Contact Info**.	
The **Contact Info** page will display. 4. Click on the **pencil icon** on the far right-hand side of the **Address** section to edit your current address. Note: To add an additional address, click the **Add** button.	

Sinai Cloud

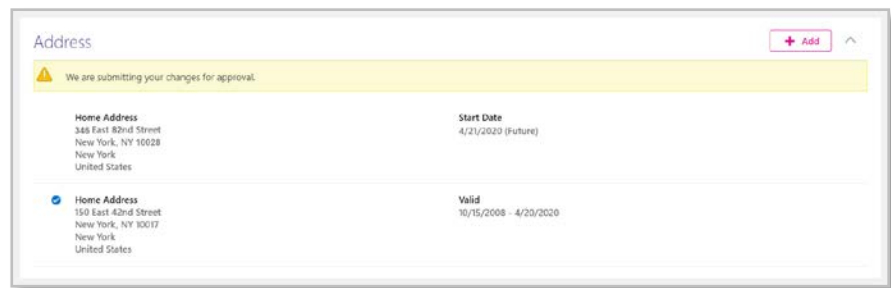| Change Your Address (*cont'd*) |
|---|
| On the **Address** page, you will be able to update your home address, indicate when the change will occur, and leave a comment.

5. Click on the **Calendar icon** to select a date for when the address change will take effect.

6. Provide a reason for the change under **Comments**.

7. Click **Submit**. | |
| A **banner** will appear, indicating the changes have been submitted for approval.

Since you have made the changes to your personal information, the changes will be **approved automatically**. | |