

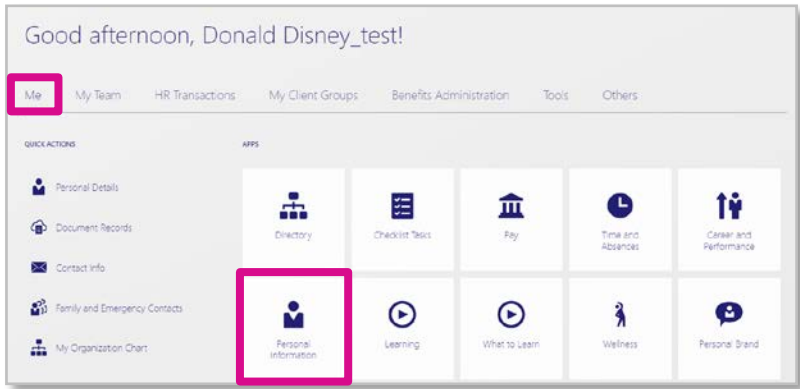
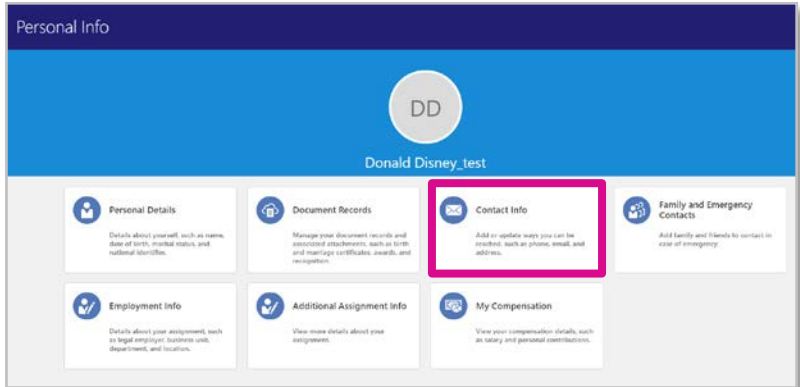
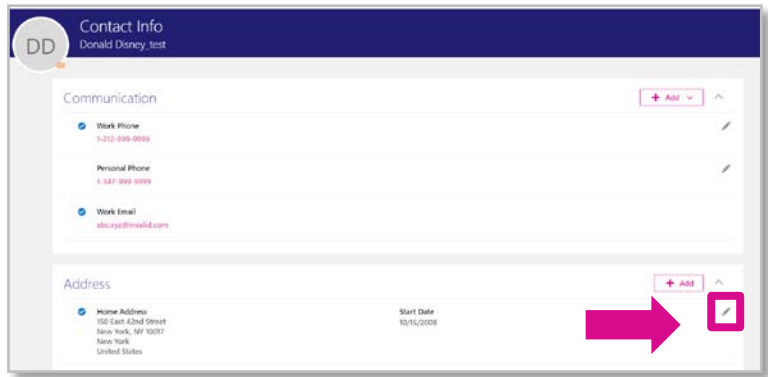


OVERVIEW

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

AUDIENCE

- **Anyone** who uses Sinai Cloud.

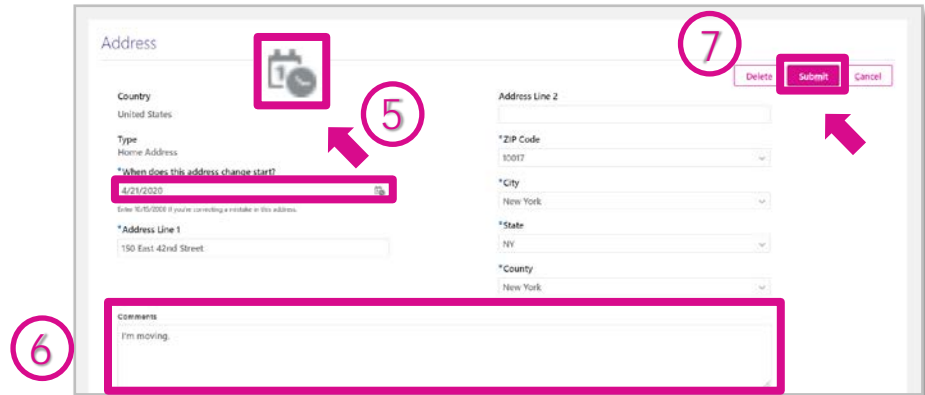
Change Your Address	
<p>1. On the Sinai Cloud landing page, click the Me tab.</p> <p>2. Click on the Personal Information tile.</p>	
<p>The Personal Information page will display.</p> <p>3. Click on Contact Info.</p>	
<p>The Contact Info page will display.</p> <p>4. Click on the pencil icon on the far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



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**.

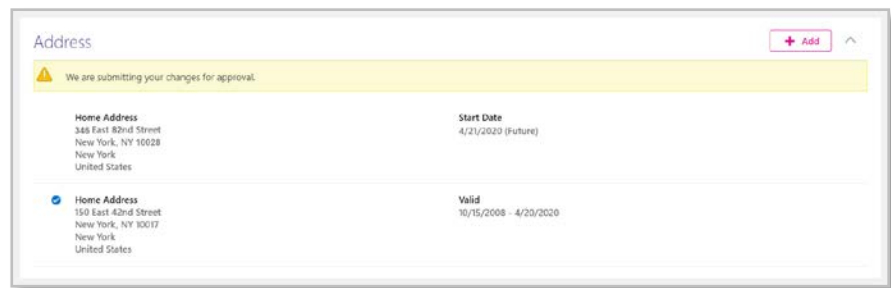


The screenshot shows the 'Address' form with the following fields and callouts:

- 5**: Calendar icon for selecting the start date.
- 6**: Comments text area containing 'I'm moving.'
- 7**: Submit button.

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**.



The screenshot shows the 'Address' page with a yellow banner indicating that changes are being submitted for approval. Below the banner, there is a table of address records:

Home Address	Start Date
348 East 82nd Street New York, NY 10028 New York United States	4/21/2020 (Future)
<input checked="" type="checkbox"/> Home Address 150 East 42nd Street New York, NY 10017 New York United States	Valid 10/15/2008 - 4/20/2020