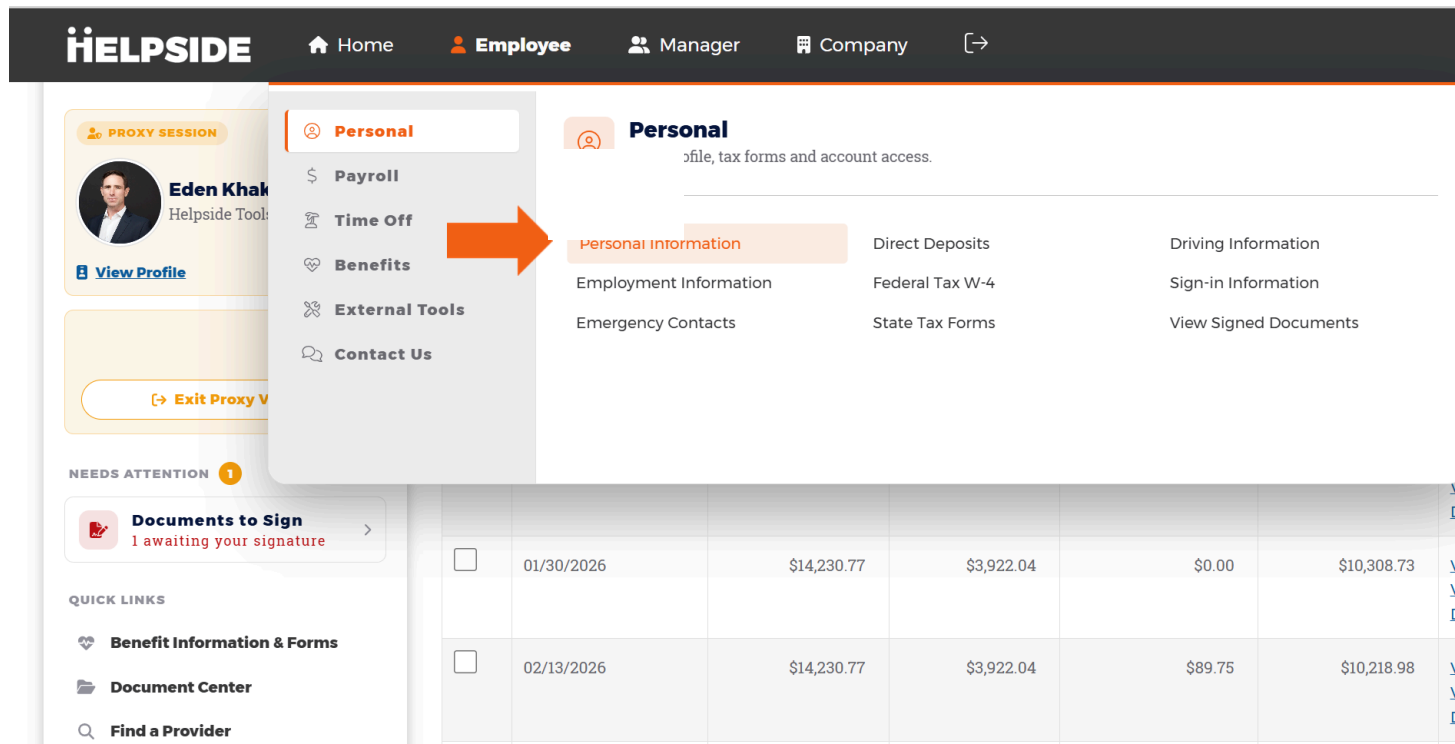


Changing Your Address

To change your address, click on **Personal** and then **Personal Information**.



The screenshot shows the HELPSIDE website interface. At the top is a navigation bar with links for Home, Employee, Manager, and Company. Below this is a sidebar with a user profile for Eden Khak and a list of menu items: Personal, Payroll, Time Off, Benefits, External Tools, and Contact Us. An orange arrow points from the 'Personal' menu item to the 'Personal Information' section in the main content area. The 'Personal Information' section contains links for Direct Deposits, Driving Information, Employment Information, Federal Tax W-4, Sign-in Information, Emergency Contacts, State Tax Forms, and View Signed Documents. Below this is a table with columns for dates and amounts.

☐	01/30/2026	\$14,230.77	\$3,922.04	\$0.00	\$10,308.73	Vi De
☐	02/13/2026	\$14,230.77	\$3,922.04	\$89.75	\$10,218.98	Vi Vi De

Scroll down to Resident Address and make any changes. Then click Submit

Resident Address

This must be the current, physical address where you reside/live. It cannot be a PO Box address.

* Address Line 1

3 American Ash Center

Address Line 2

* ZIP Code

84403

City

Ogden

State

UT

Mailing Address