

MyWorkplace Personal Details Quick Reference Card

Changing your address

Change my address details



You can update your personal address in MyWorkplace from your quick links on your homepage.

Address details



Address type

Home



☐ Mailing address

Post Code



When clicking 'change my address' you will be taken to a new 'Address details' screen.

MyWorkplace uses an automated UK address finder called Quick Address.

All you need to enter is your post code at this point.

Enter Your Postcode

Post Code

sw1a 2aa



Prime Minister & First Lord of the Treasury, 10 Downing Street, LONDON SW1A 2AA

Save

When you type in your post code and press the magnifier glass (search button). Your address and house number will appear in a drop down list.

Select your address from the selection with your mouse to populate all required address fields.

Press save and your address will be updated.