

## UPDATING YOUR ADDRESS

*The following steps should be followed after you have successfully logged into Paycom.*

**Step 1:** To update your address, select “Address and Contact Information” from the Information tile.



### Information

Address and  
Contact  
Information

Change Password  
or Username

Change Security Que  
stions

Account Settings

**Step 2:** Update your address

### Street Address

Street Address \*

3800 BLACKFORD AVENUE

City \*

SAN JOSE

State \*

California

Zip Code \*

95117

**Step 3:** Scroll down and click “Update.”



Changes will not be applied unless you click "UPDATE"

CANCEL

UPDATE