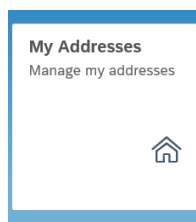




My Addresses

1. Log into SAP Fiori using User/Password.
2. Select the My Addresses Tile.



3. In My Addresses you can view/update your Permanent Residence, Work Address, Next of Kin Address and Email Address.

Lara Flynn (30924083)
Office of Head of Social Care

Permanent Residence Work Address Next of Kin Address

Valid from 05.11.1999 Edit

Address	Communication
c/o: Address Line 1: 5 Thornleigh Address Line 2: Rush Address Line 3: County: Co Dublin Postcode: Country: Ireland	Telephone Number: Additional Telephone: Email Address: laraflynn@gmail.com

- To view each address choose the relevant tab at the top of the screen – to update choose Edit.

My Addresses / Edit Permanent Residence

Permanent Residence

Address

c/o:

Address Line 1:

Address Line 2:

*Address Line 3:

County:

Postcode:

Country:

Communication

Telephone Number:

Additional Telephone:

Email Address:

Validity Period

Note: The red asterisk denotes that “Address Line 3” is a mandatory field

- Select each field you wish to update, you can update/add telephone numbers.
- To update your email address, enter the relevant data and choose “Save Email” otherwise it will not be saved.
- Note: Only Ireland and Northern Ireland Addresses can be updated in this tile – for other countries contact npr.hbs@hse.ie by choosing “Update Country”.

Update Country

Where country is not available for selection please contact Npr.hbs@hse.ie

Country Id	Country
IE	Ireland
N1	Northern Ireland

- When you have completed the changes you must choose a Validity Period – choose “From Today” or “From Date” in the future (enter directly or choose from calendar).

Validity Period

Validity: 

- From today
- From date

- When you have chosen the date, please select Save at end of screen.
- This will take you back out to the My Addresses screen where you can see the new address details.

Lara Flynn (30924083)
Office of Head of Social Care



Permanent Residence Work Address Next of Kin Address

Valid from Today to 11.05.2019 Edit

Address	Communication
c/o: Address Line 1: 5 Thornleigh Address Line 2: Address Line 3: Rush County: Co Dublin Postcode: Country: Ireland	Telephone Number: Additional Telephone: Email Address: laraflynn@hotmail.com

Valid from 12.05.2019 Edit Delete

Address	Communication
c/o: Address Line 1: 5 Briarley Address Line 2:	Telephone Number: 0154545454 Additional Telephone: Email Address: laraflynn@hotmail.com

- To exit addresses choose the Back arrow  or Home Button .