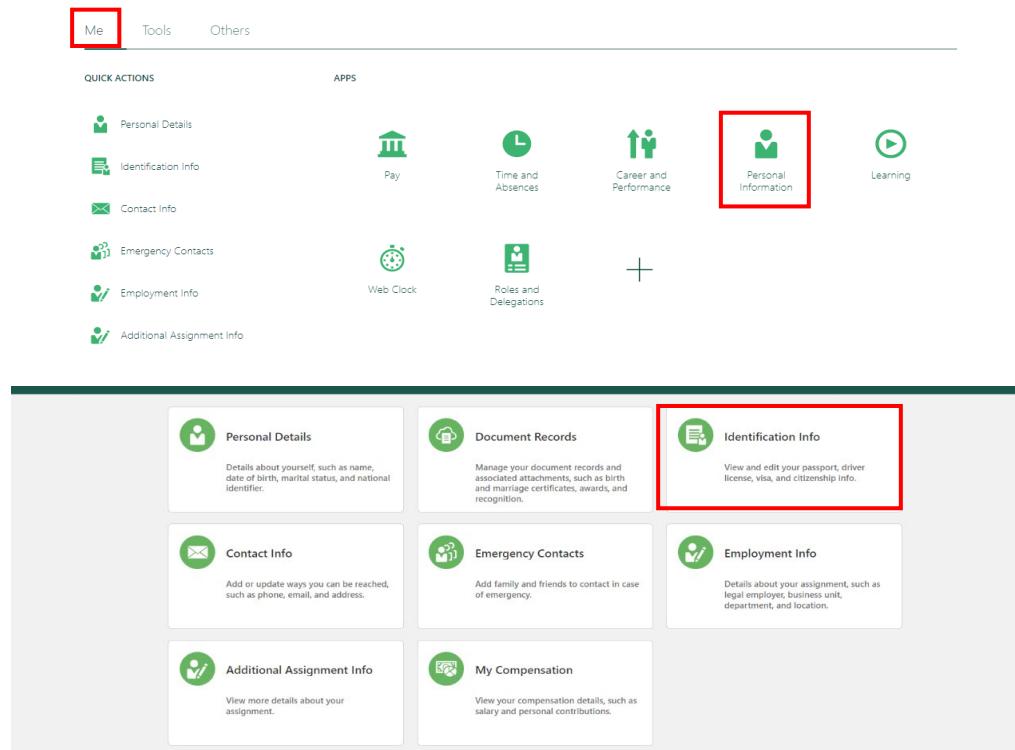


## Step-by-Step Instructions

### Update Identification Info

Performed By: Employee

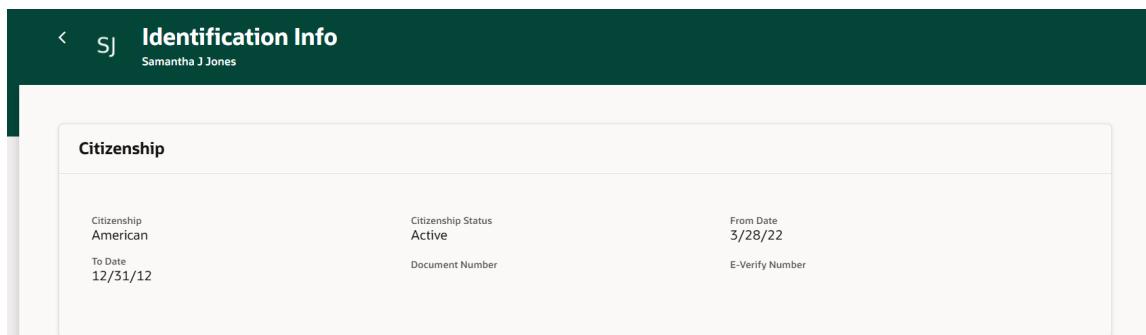
1. From the **Me** dashboard, navigate to the **Personal Information** tile, and select **Identification Info**.



2. Review the details of your existing **Citizenship, Passport, Visa, and License** information.

Note:

- Oracle does not have the functionality to send notifications when identification information is expired.
- *Citizenship* information is in **read only format**.



3. To update Passport details, navigate to the **Passports** section and click on the **Add icon**. Populate the following fields: *Issuing Country (mandatory), Type, Number, Issuing Authority, Issue Date, Expiration Date, Issuing Location, Profession*. Once completed, select **Save**. The passport details are then saved to your profile.

**Passports**

Issuing Country: United States

Type

Number

Issuing Authority

Issue Date

Expiration Date

Issuing Location

Profession

Comments

Drag and Drop  
Select or drop files here.

URL

Add URL

Cancel

Save

4. To update **Visa and Permit** details, navigate to the *Visas and Permits* section and click on the **Add icon**. Populate the following Visa/Permit details: *Issuing Country (mandatory), Start Date (mandatory), Type, Category, Number, Status, Issuing Authority, Issue Date, Expiration Date*. Click **Save**.

**Visas and permits**

Issuing Country: United States

Start Date

Type

Category

Number

Status

Issuing Authority

Issue Date

Expiration Date

Cancel

Save

5. To manually update **Driver's License**, navigate to the *Driver's Licenses information* section and click on **pencil icon** or the **add icon**. Populate the following Driver's License details: *Issuing Country (mandatory), License Number, Issue Date, State* and click **Save**.

Important Note: Driver's License information will be updated automatically through an integration.

**Driver's licenses**

Issuing Country: United States

License Number

From Date: 4/12/23