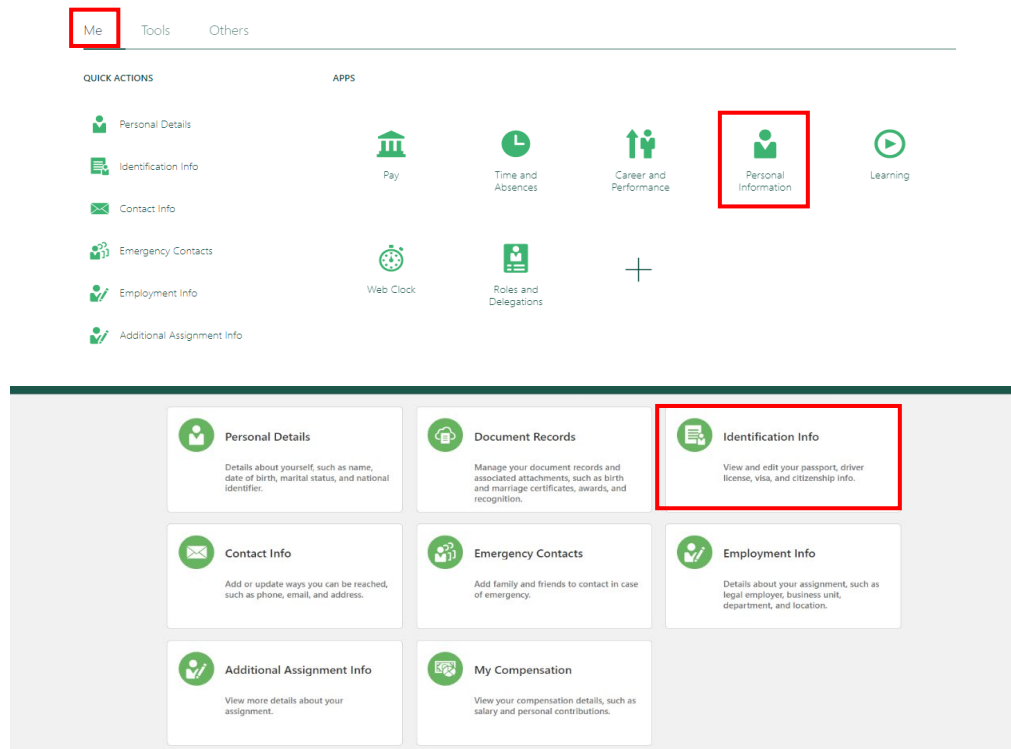


Step-by-Step Instructions

Update Identification Info

Performed By: Employee

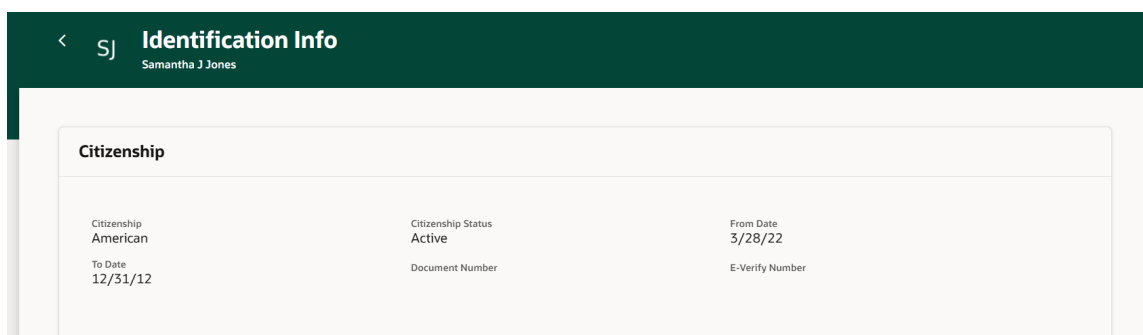
- From the **Me** dashboard, navigate to the **Personal Information** tile, and select **Identification Info**.



- 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**.



- 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.

- 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**.

- 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.