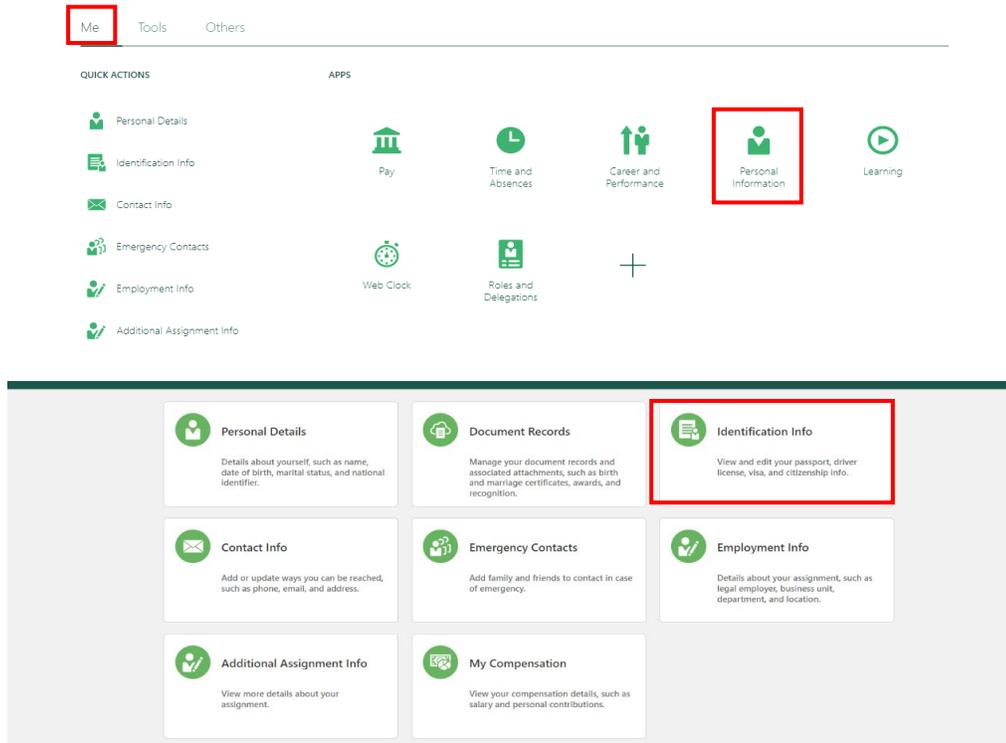


Step-by-Step Instructions

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**.

Citizenship	
Citizenship	From Date
American	9/14/20
Citizenship Status	To Date
Active	12/31/12

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

Passports + Add ^

There's nothing here so far.

Passports Submit Cancel

<p>*Issuing Country United States</p>	<p>Issue Date m/d/yy</p>
<p>Type Select a value</p>	<p>Expiration Date m/d/yy</p>
<p>Number</p>	<p>Issuing Location</p>
<p>Issuing Authority</p>	<p>Profession</p>

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

Visas and Permits + Add ^

There's nothing here so far.

Visas and Permits Submit Cancel

<p>*Issuing Country United States</p>	<p>Status Select a value</p>
<p>*Start Date 1/6/23</p>	<p>Issuing Authority</p>
<p>Type Select a value</p>	<p>Issue Date m/d/yy</p>
<p>Category Select a value</p>	<p>Expiration Date m/d/yy</p>
<p>Number</p>	

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

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

Driver's Licenses + Add ^

Issuing Country United States	Issue Date 10/4/21
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Driver's Licenses Submit Cancel

<p>*Issuing Country United States</p>	<p>Issuing Authority</p>
<p>License Number</p>	<p>License Type Select a value</p>
<p>Issue Date m/d/yy</p>	<p>Place of Issue</p>