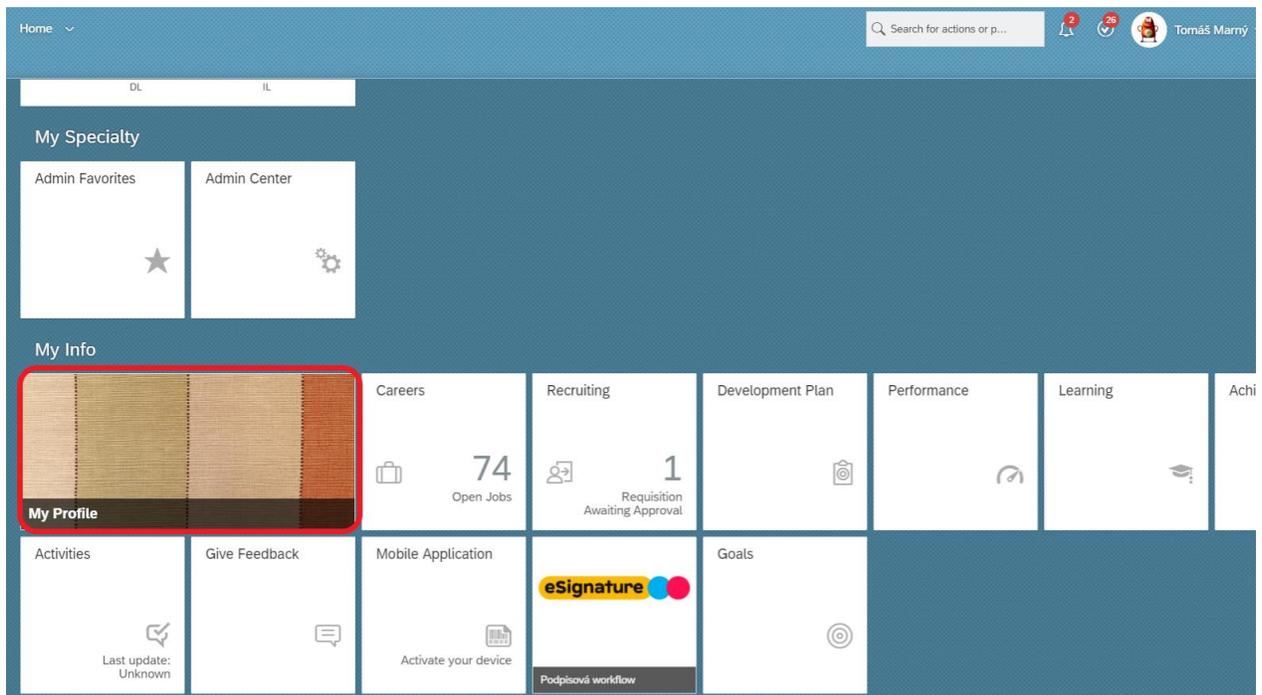


## ENTER HOME OFFICE ADDRESS

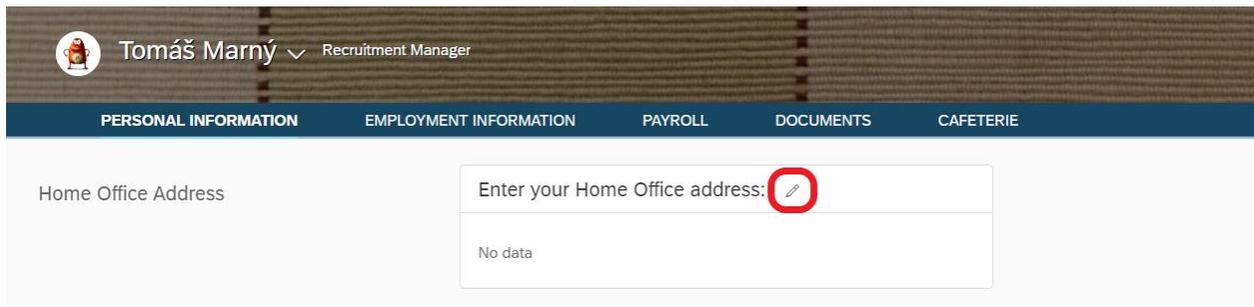
After sign in to myFOX ([HERE](#)) click on „My Profile“:



The screenshot shows the myFOX dashboard interface. At the top, there is a navigation bar with 'Home' and a search bar. Below this, there are sections for 'My Specialty' (Admin Favorites and Admin Center) and 'My Info'. The 'My Info' section contains several tiles: 'My Profile' (highlighted with a red box), 'Careers' (74 Open Jobs), 'Recruiting' (1 Requisition Awaiting Approval), 'Development Plan', 'Performance', 'Learning', and 'Achi'. Below these, there are more tiles for 'Activities', 'Give Feedback', 'Mobile Application' (with an 'eSignature' logo and 'Podpisová workflow' text), and 'Goals'.

Then you will see your profile, where you scroll down to Home Office Address.

For adding the address click on pencil icon:



The screenshot shows the user profile page for Tomáš Marný, Recruitment Manager. The page has a navigation bar with tabs: PERSONAL INFORMATION, EMPLOYMENT INFORMATION, PAYROLL, DOCUMENTS, and CAFETERIE. Under the 'PERSONAL INFORMATION' tab, there is a section for 'Home Office Address'. The field contains the text 'Enter your Home Office address:' followed by a pencil icon circled in red. Below the field, it says 'No data'.

Now you see blank fields to fill, whereas fields with red star are required.

Enter your Home Office address:

*Valid from	*Street	*House Number	Postal Code
<input type="text" value="MMM dd, yyyy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*City	*Country		
<input type="text"/>	<input type="text" value="No Selection"/>		

Please fill the specific address where you are doing „Home office“ and from which date.

After that save your address through clicking „Save“ button:

Enter your Home Office address:

*Valid from	*Street	*House Number	Postal Code
<input type="text" value="Mar 16, 2020"/>	<input type="text" value="Pardubicka"/>	<input type="text" value="111"/>	<input type="text" value="123 45"/>
*City	*Country		
<input type="text" value="Pardubice"/>	<input type="text" value="Czech Republic (CZE)"/>		

Cancel Save

Now you can see it right on your profile.

 **Tomáš Marný** Recruitment Manager

PERSONAL INFORMATION   EMPLOYMENT INFORMATION   PAYROLL   DOCUMENTS   CAFETERIE

Home Office Address

Enter your Home Office address: ✎	
Valid from	Mar 16, 2020
Street	Pardubicka
House Number	111
Postal Code	123 45
City	Pardubice
Country	Czech Republic (CZE)