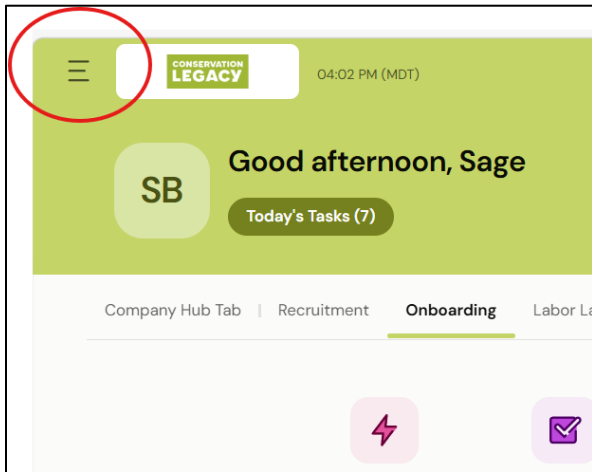


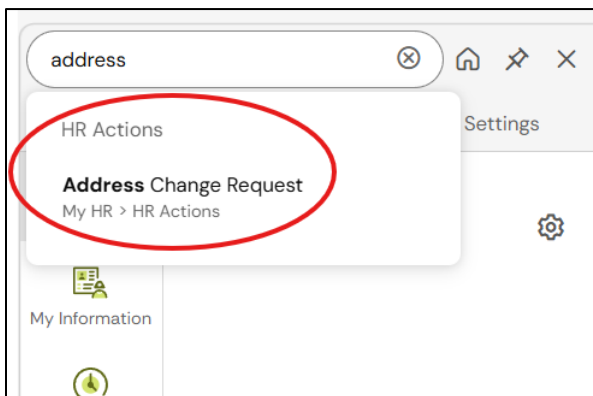
How to Request an Address Change in Axiom



- 1) Log into your Axiom account
- 2) Click on the hamburger menu at the top left-hand side of the page



- 3) In the search bar, type in 'address' and click on 'Address Change Request' under the 'HR Actions' header.



- 4) You will be taken to a new page where you can create a request to change your address. Make sure you are on the 'Available' tab and hit 'Start' when you are ready.



- 5) Enter your new address and hit 'submit' when completed.