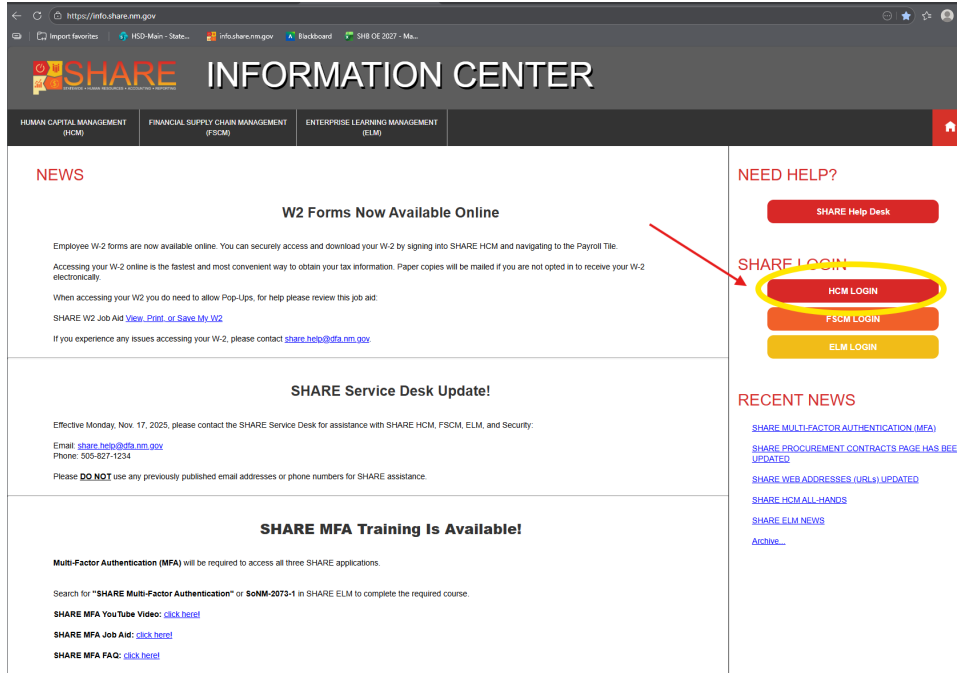


Instructions on how to View/Edit your address in SHARE portal

1. Go to info.share.nm.gov

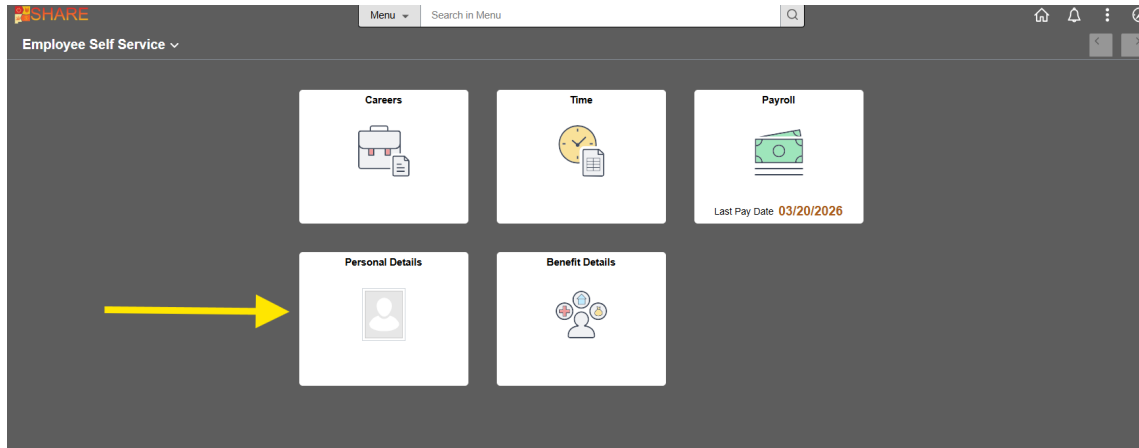


2. Log in to your SHARE HCM account

- On the right side of the page, click on **HCM LOGIN**.
- Enter your SHARE username and password.
- After logging in, you will land on your SHARE HCM home screen.

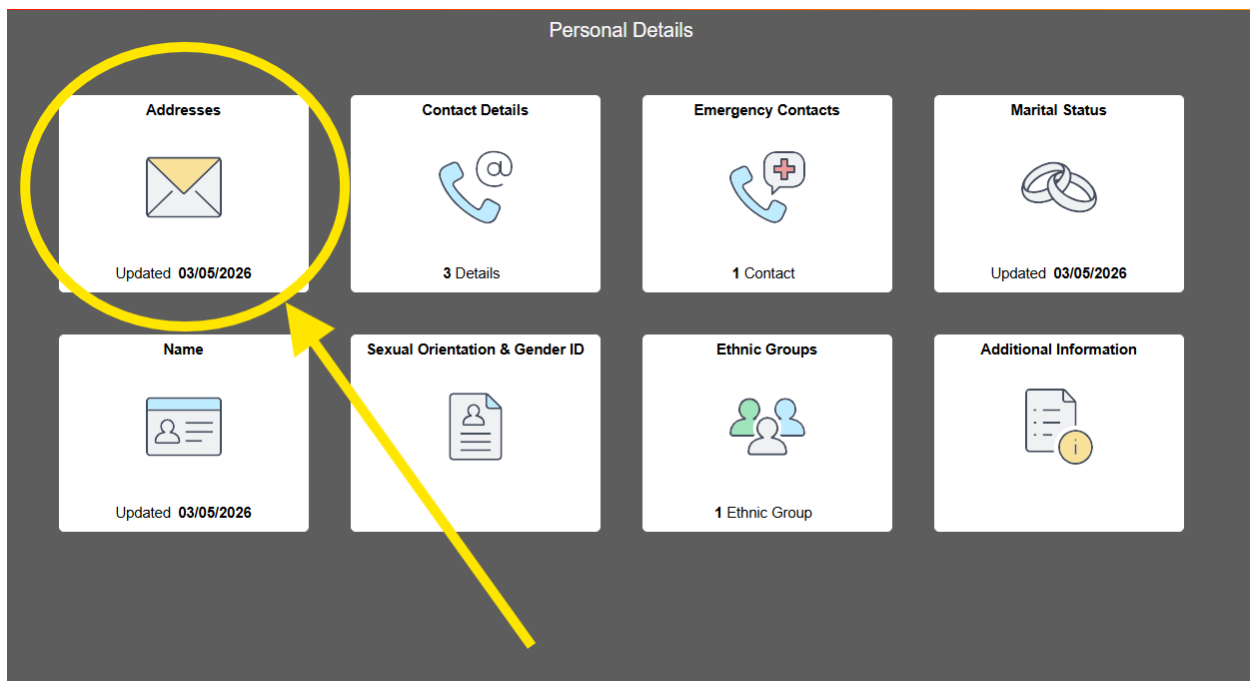
3. Navigate to your Address Information

- Click **Personal Details**.
- Then click **Address**



4. Review and update your information

- You will see both your **Home Address** and **Mailing Address** listed.
- Please ensure both addresses are accurate and up to date



Project Manager

Addresses

- Contact Details
- Marital Status
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information

Home Address

Mailing

No data exists.

[Add Mailing Address](#)

5. Save your changes

- After updating your address, click **Save** in the top right corner of the page.

[Cancel](#) **Address** [Save](#)

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

*Country

Address 1

Address 2

Address 3

City

State

Postal

County

Finally, Please confirm by going back to your personal details if the applied changes are updated