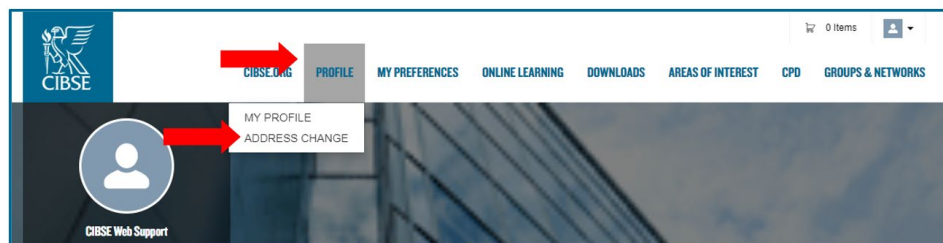


# MyCIBSE USER GUIDE: Updating Work and/or Home Address Information

1. Login at [www.cibse.org/mycibse](http://www.cibse.org/mycibse)
2. Click Profile → Address Change



3. Update your Work and/or Home addresses → Save Address

Please specify your preferred correspondence address. NOTE: If changing your work address, please be aware that this goes through an internal approval cycle.

Preferred Address\*

**Work Address**

Company

Street

City

State

Postal Code

Country

Website

**Home Address**

Street

City

State

Postal Code

Country

Changes to work addresses will not be reflected instantly on your profile as CIBSE will review and approve any changes, which can take around 5 days. Requests with insufficient address details will be rejected.