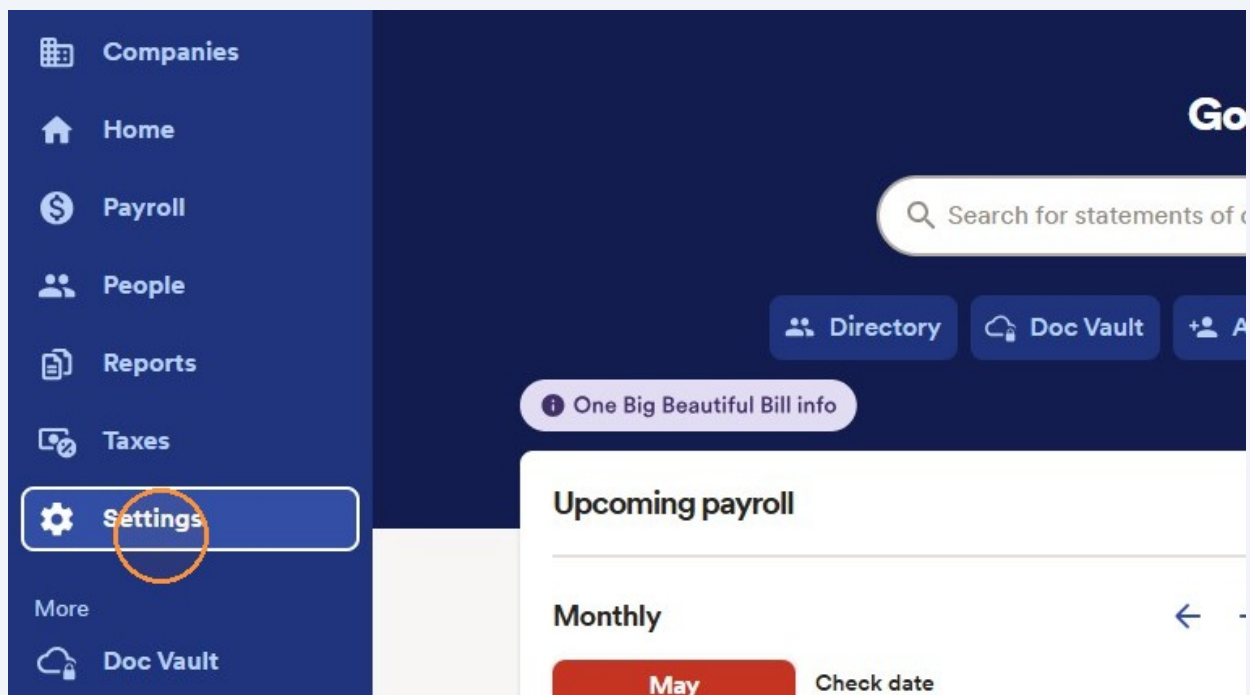


Updating Company Address in ADP RUN

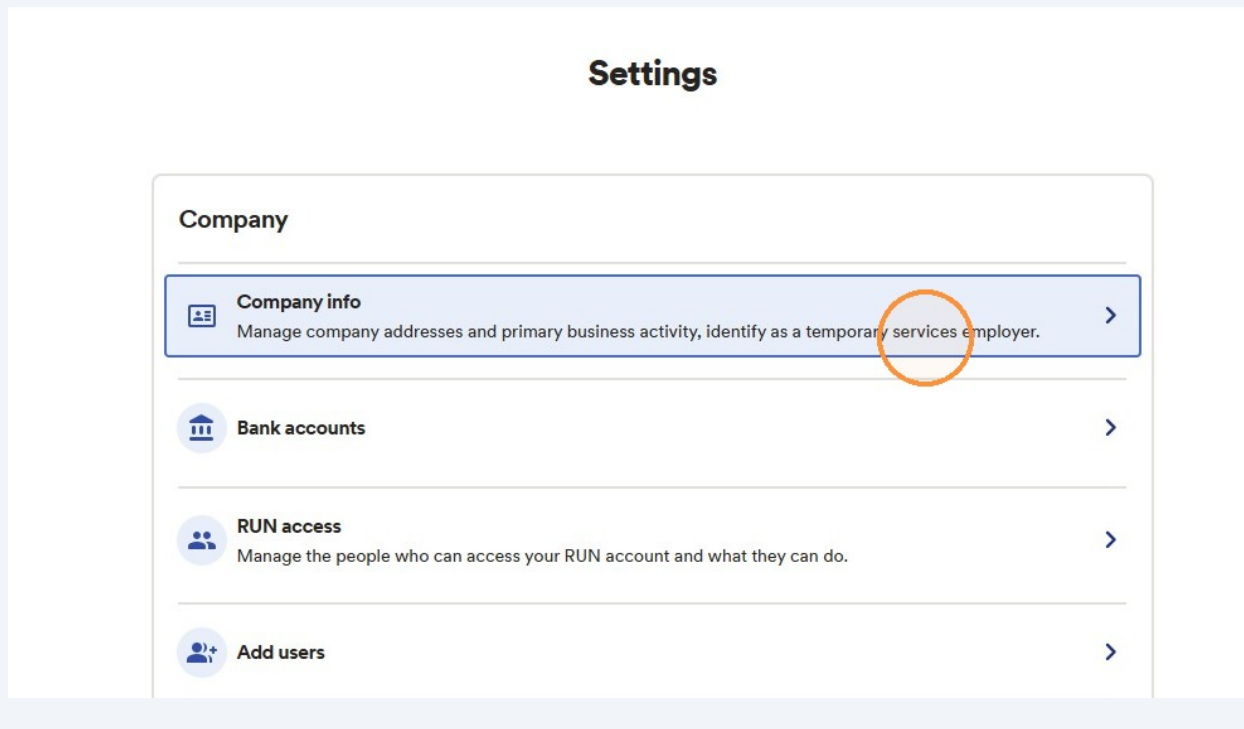
Learn how to efficiently update your business address within the ADP RUN platform. This guide provides a straightforward process to ensure your company contact information remains accurate and up to date for payroll and tax purposes.

Settings Navigation

- 1 Navigate to ADP Dashboard. Click "Settings"

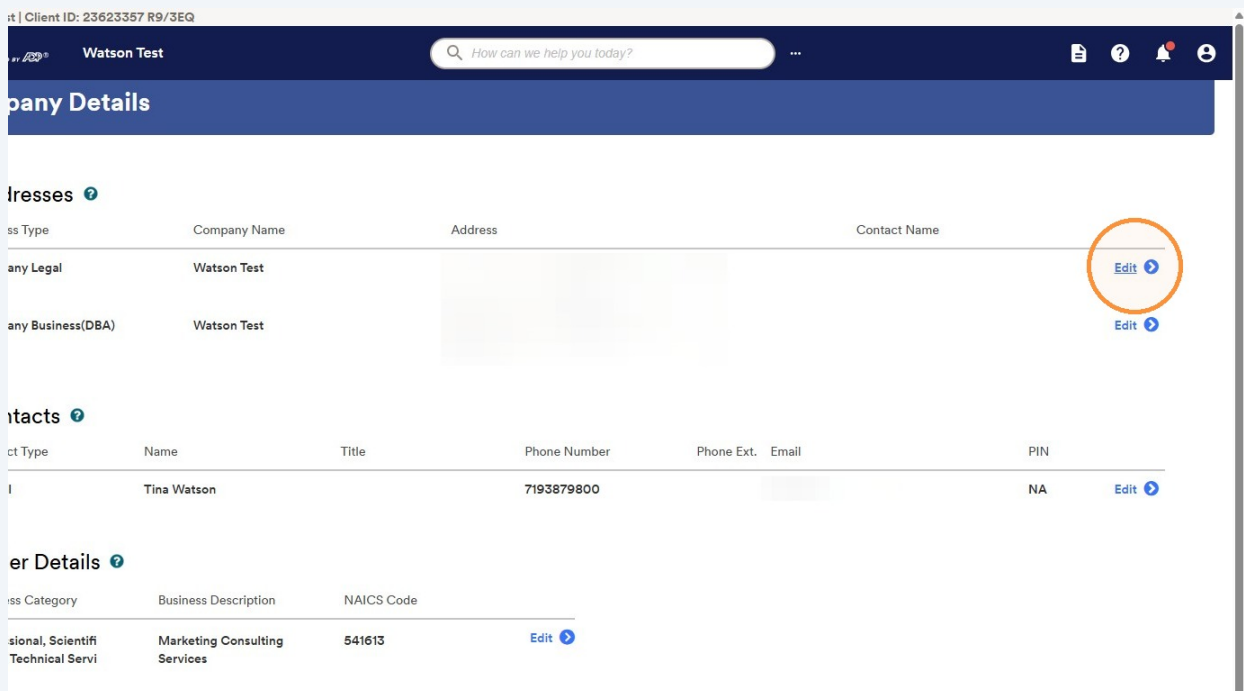


2 Click Company info.



Address Details

3 Click Edit for Company Legal.



4 Update the applicable address fields.

Company: Watson Test | Client ID: 23623357 R9/3EQ

run POWERED BY **ADP** **Watson Test**

Watson Test

Address Line 1 *

Address Line 2

City *

Country *

State/Province *

Zip Code *

Business Phone *

Save Changes

5

Click Save.

A screenshot of a web form with several input fields. The fields are arranged vertically on the left side of the form. The first field is labeled 'First Name', the second 'Last Name', the third 'Email', the fourth 'Phone', the fifth 'Address', the sixth 'City', the seventh 'State', and the eighth 'Zip'. The 'State' field is a dropdown menu with 'es' selected. The 'Zip' field is a dropdown menu with '*' selected. The 'Email' field has a small icon of a person with a checkmark. The 'Save' button is a blue button with the text 'Save' in white, and it is circled in orange. The 'Cancel' button is a light blue button with the text 'Cancel' in blue. The footer of the form contains the text 'R9/3EQ', a row of links: 'Contact us', 'Feedback', 'Cobrowse', 'Privacy', 'Legal', and 'AI Transparency', and the copyright notice '© 2006 - 2026 ADP, Inc. ALL RIGHTS RESERVED.'



Tip! You may be asked to do two-factor authentication to update your address completely.