

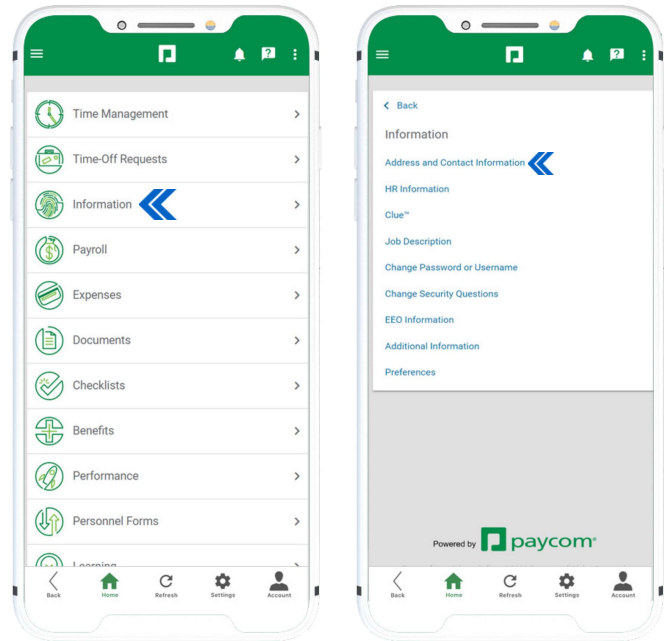
Show Me How

to Update My Contact Information

EMPLOYEE SELF-SERVICE®

STEP 1

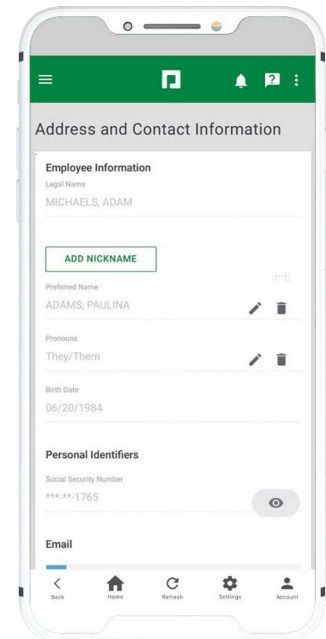
From Employee Self-Service®, tap "Information," then "Address and Contact Information."



STEP 2

On the Address and Contact Information screen, make any necessary updates to your preferred name, pronouns, email, phone number, address and emergency contact information.

When finished, tap "Update."



Show Me How

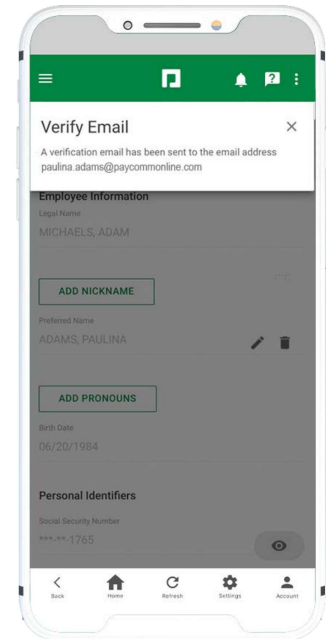
to Update My Contact Information

EMPLOYEE SELF-SERVICE®

STEP 3

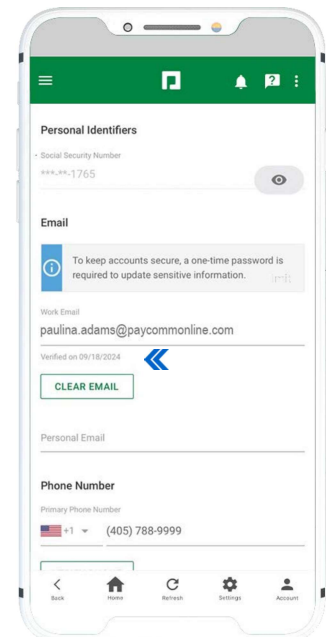
Follow the prompt to verify your email address.

Tap the "Resend Verification" link below the email address if you need to resend the verification email.



STEP 4

Once you verify your email address, the verification date displays under the email address.



Show Me How

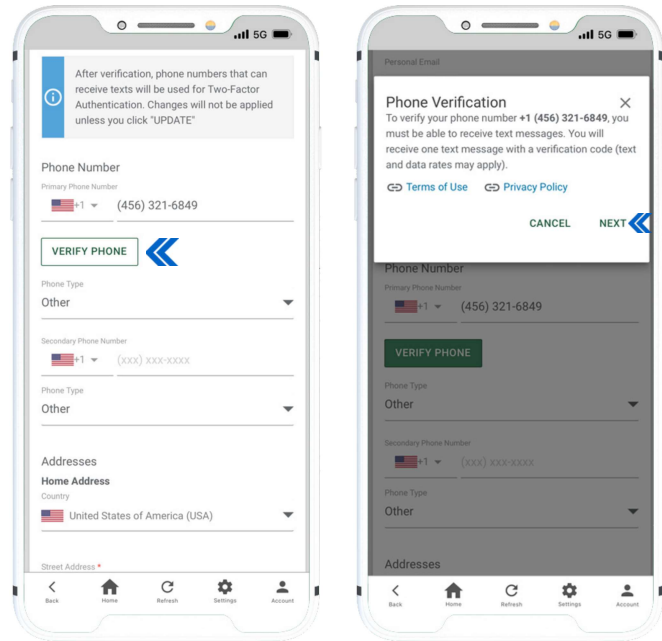
to Update My Contact Information

EMPLOYEE SELF-SERVICE®

STEP 5

Tap "Verify Phone" to verify your phone number.

In a pop-up window, the Terms of Use and Privacy Policy links display. After reading them, tap "Next."



STEP 6

Next, you are prompted to enter a verification code. Do not navigate away from this screen until you have received a verification number. After adding the verification code, tap "Verify."

After you verify your phone number, this number will be used for two-factor authentication.

