**Update Contact Information**

**STEP 1**
- From your Home page, **click on the “Personal Information” worklet**

**STEP 2**
- In the “Change” column, **click on the “Contact Information” button**
STEP 3

- Click on the 'Edit' button on the top left of page

STEP 4

The following edit screen will display:

- To change primary home address, click the pencil icon on the “Primary Address” line
- Primary Phone & Primary Email, follow steps 4 & 5.
**STEP 5**

- A window will pop up allowing you to make changes
- Click “Submit” when finished

Note: Red asterisk (*) means it’s a required field.

**STEP 6**

- To add an additional address, phone number, or email address,
- **Click** the “Add” button under any choice and enter information
- **Click** “Submit” when finished
STEP 7

For Work Contact Information:
- Follow steps 4 & 5 for primary changes.
- Follow steps 6 for choices labeled “alternate” or “additional”

STEP 8

- Click “Submit” when finished