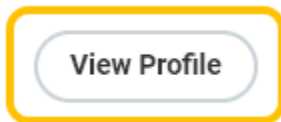


# How to change your contact information

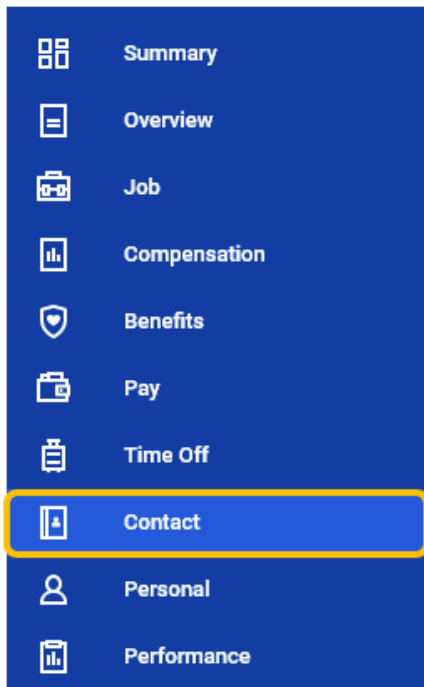
1. From the home page, click the **cloud icon/your profile picture** in the top right corner.



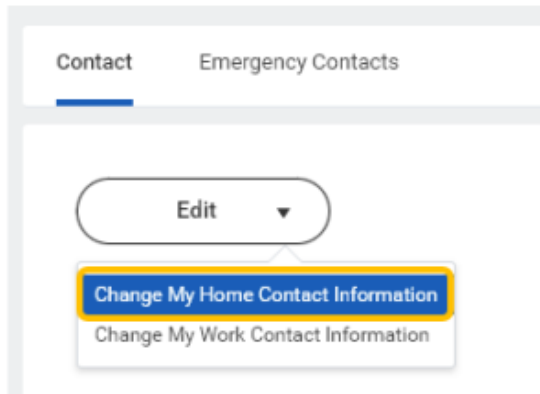
2. Click **View Profile**.



3. Click **Contact**.



4. Click **Edit** and select the address you would like to change.



5. Click the pencil icon next to contact information you would like to change.

The image shows a form titled 'Change Home Contact Information'. It has three main sections: 'Address', 'Usage', and 'Visibility'. The 'Address' section is expanded, showing 'Primary' status, a 'Yes' radio button, and the address '123 Main Street, Boca Raton, FL 33446'. A pencil icon is highlighted with a yellow box next to the address field.

6. Update all required fields and click the check mark when complete.

The image shows the same form as before, but now the pencil icon has been replaced by a checkmark icon, which is highlighted with a yellow box. This indicates that the information has been successfully updated.

7. Repeat steps 5 and 6 for any additional types of contact information you would like to change.

8. Click **Submit**.



9. Once submitted, you will receive confirmation. Your contact information will be updated once approved by Employee Services.

×

**You have submitted**  
**Up Next:** HR Partner | Review Home Contact Information | Due  
Date 06/19/2022  
[View Details](#)