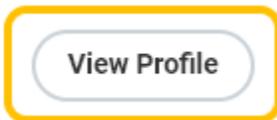


# How to change your contact information

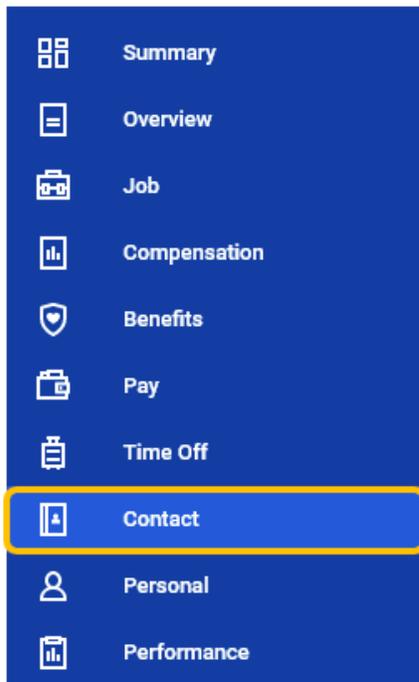
1. From the home page, click the **cloud icon/your profile picture** in the top right corner.



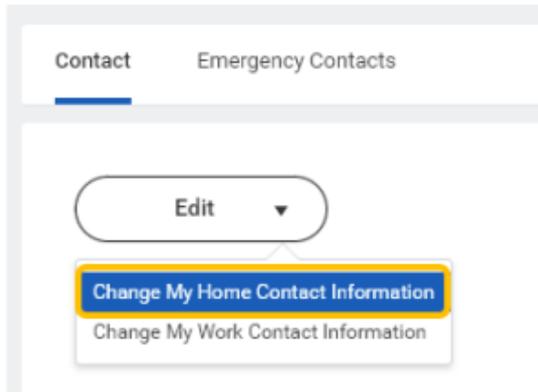
2. Click **View Profile**.



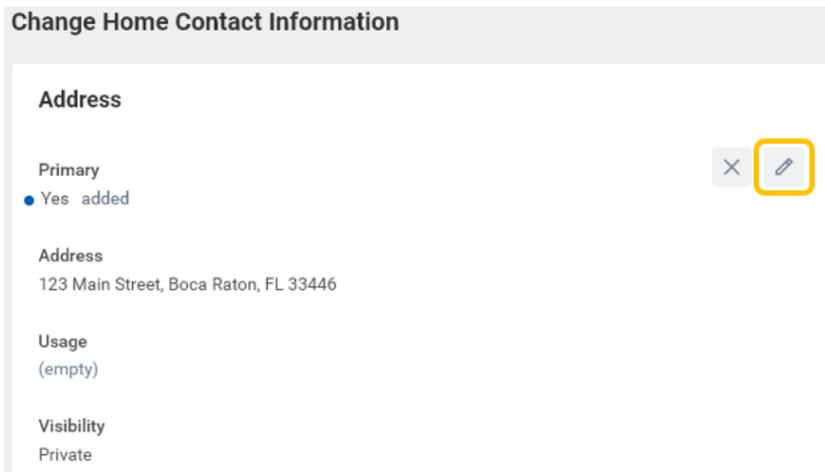
3. Click **Contact**.



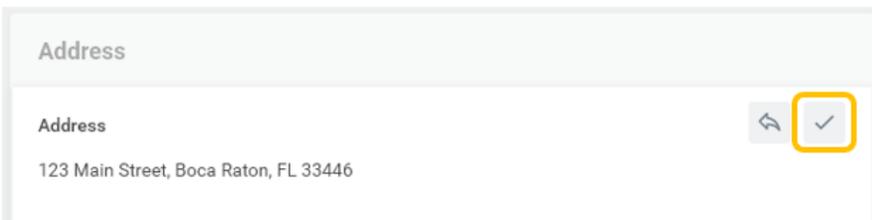
4. Click **Edit** and select the address you would like to change.



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



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



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.

A small square button with a blue border and a blue 'X' icon, used to close the notification box.

**You have submitted**

Up Next: HR Partner | Review Home Contact Information | Due

Date 06/19/2022

[View Details](#)