

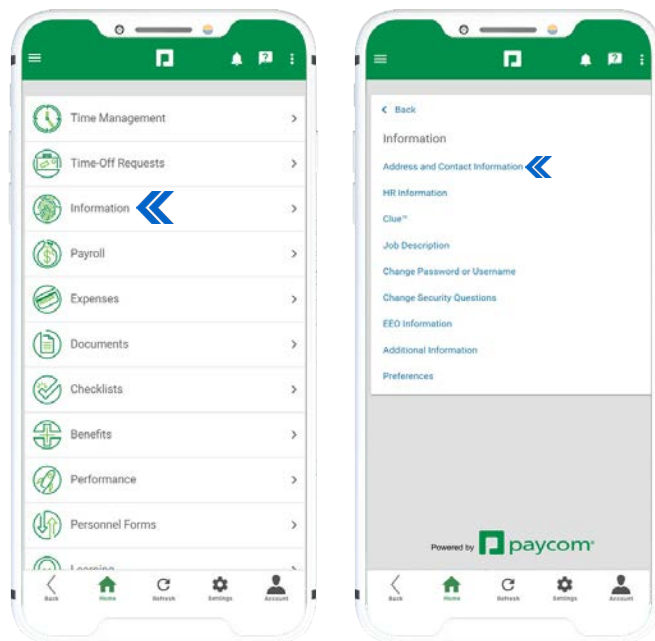
# Show Me How

## to Update My Contact Information

### EMPLOYEE SELF-SERVICE®

#### STEP 1

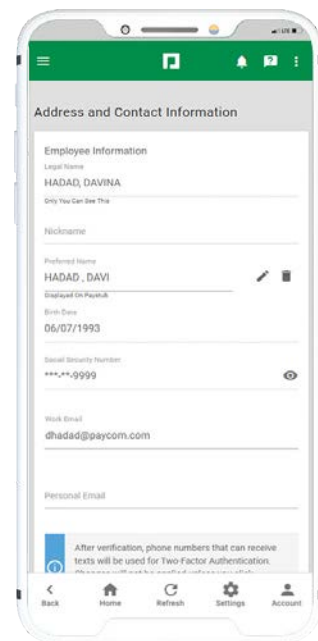
From Employee Self-Service®, tap "Information," then "Address and Contact Information."



#### STEP 2

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

When finished, tap "Update."



# Show Me How

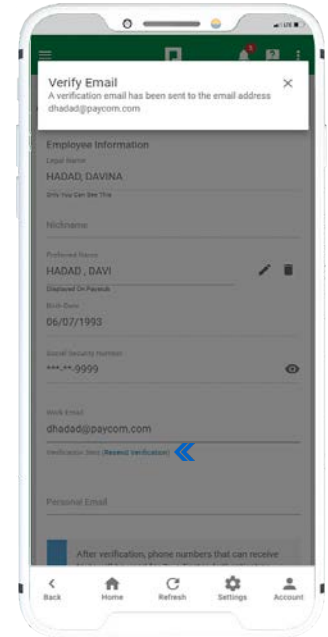
to Update My Contact Information

## EMPLOYEE SELF-SERVICE®

### STEP 3

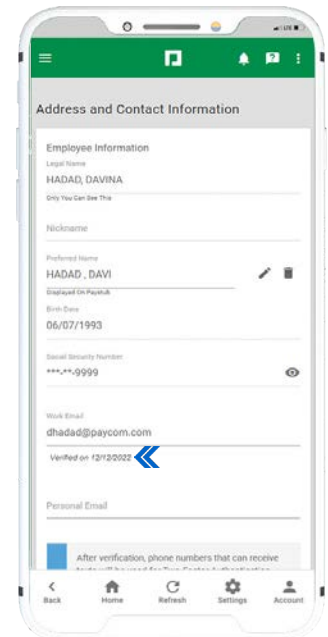
Follow the prompt to verify your email address.

*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.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

# Show Me How

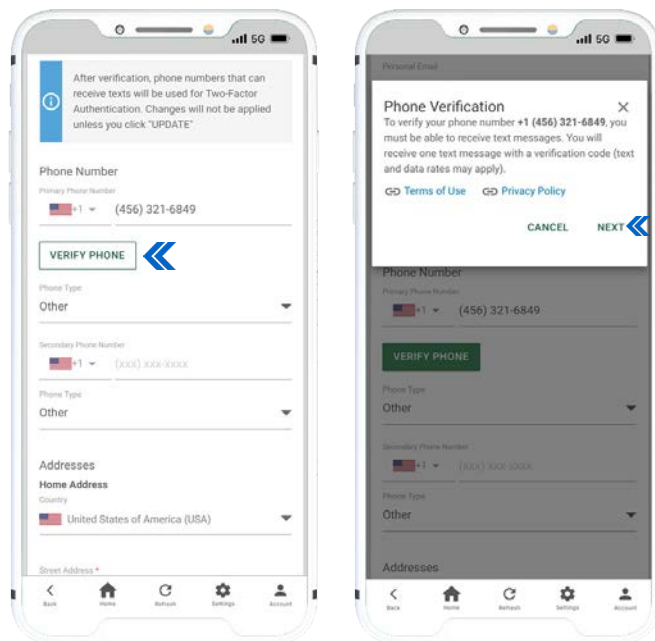
## to Update My Contact Information

### 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.*

