## Getting Started: Modify Personal Information

## Colleague

### ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

To access your Worker Profile page, click your **Profile** icon > **View Profile**.



<u>Note</u>: All instructions in this job aid start from the Worker Profile page.

#### ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left. The **Contact** subtab is selected.

Brian Kaplan	Edit + Home Contact Informati	Support Roles				
Senior Customer Services Representative	Address	Usage		Visibility	Shared With	Effective Date
Phone Email Team	510 W Wellington Ave #2 Chicago, IL 60657 United States of America	Home (Primary) Mailing Street Address		Private	Allister Kaplan	01/01/2000
88 Summary						
doL 💼	1 item	Design	Illusion		10-10-0	
Contact More (9)	121 +1 315-423-5872	Mobile	Home (Primary)		Public	anato wan
	4					
0000	4 items					回 〒 11

2. Click Edit and select Change My Home Contact Information to change your personal contact information. Within each section,

click the **Edit** icon do to change existing information or click **Add** to add new information. You can also click within a field to edit.

3. Click Submit and Done to save your changes.

#### ADD OR CHANGE EMERGENCY CONTACTS

- 1. Click the **Contact** tab.
- 2. Click the Emergency Contacts subtab.
- 3. Click Edit. Enter or modify your emergency contacts.
- 4. Click Submit and Done to save your changes.

#### MODIFY YOUR PERSONAL INFORMATION

- 1. Click the **Personal** tab. The **Personal Information** subtab is selected.
- 2. Click Edit. Enter or modify your personal information.
- 3. Click **Submit** and **Done** to save your changes.



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## MOBILE

# CHANGE YOUR CONTACT INFORMATION ON YOUR MOBILE DEVICE

From the Home page:

- 1. Tap your **Profile** icon, then tap **View Profile**.
- 2. Tap the Related Actions icon in the upper-right corner.
- 3. Tap Personal Data > Change My Home Contact Information.
- Tap the Edit icon where you want to update the information and make your edits.
- **5.** Enter a comment at the bottom of the page and tap **Submit**. A confirmation page displays.

110	ange Home Contact Information
	Address
9	Primary
	Yes
	Address
	510 W. Wellington Ave #2, Chicago, IL 60657
	Usage
	Mailing
	Street Address
	Visibility
	Private



## Colleague