

MANAGE PERSONAL INFORMATION

REVIEW YOUR CONTACT INFORMATION

From the **Home** page:



1. Click on the **Personal Information** application.
2. Click on **Contact Information** under the Change section.
3. Your current Home and Work contact information will display in a **My Contact Information** page. This information will include your Address, Phone Number, and Email Address.

CHANGE YOUR CONTACT INFORMATION

From the **My Contact Information** page:

1. Click the **Edit** button at the top left of the page.
2. This will take you to the **Change Contact Information** page.

Country ★

✕ United States of America ⋮

Address Line 1 ★

123 Nowhere Lane

Address Line 2

City ★

Nowheresville

State ★

✕ California ⋮

Postal Code ★

92065

If you are editing existing information:

3. Click on the **Edit** icon next to the information that needs to be changed.
4. **Type** your changes.
5. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

If you are adding new information:

6. If you are adding new information instead of changing existing information, then click the **Add** button.
7. Type your information.

8. Click on the **Check** icon at the top right of that information block for the system to accept your changes.

Primary Email

Address *

noone@gmail.com

If you are removing existing information:

9. If you are removing information, click the **X (Delete)** button next to the information block that you wish to remove.
10. Once all information has been changed, feel free to type any comments in the comment box at the bottom of the page.
11. Click **Submit** at the bottom left of the page.
12. Click **Done**.