CONTACT INFORMATION
How to Update Your Email Address, Phone Number and/or Main Address

To Update Your Email Address:

1. Click **Update** in the Basic Details section.

2. Select "Enter new information because of a real change to the current details (e.g. because of a change in marital status)" and click **Next**.

3. Update your email address and click **Next**.

4. You will be taken to the My Contact Information: W-2 Distribution Option page. If you want to change how you receive your W-2 as a result of your email change, refer to *How to Change the Way You Receive Your W-2* on page 4.2. Otherwise, click **Next**.

5. On My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.

6. On the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

CONTACT INFORMATION
How to Update Your Email Address, Phone Number and/or Main Address

To Update Your Phone Number(s):

1. Click **Update** in the Phone Numbers section.

2. Update your phone numbers as needed and click **Next**.

3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.

4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

CONTACT INFORMATION
How to Update Your Email Address, Phone Number and/or Main Address

GO TO: Employee Self Service Home > Main Menu >
Employee Self Service > My Contact Information

To Update Your Main Address:

1. Click **Update** in the Main Address section.

2. To make any changes to your address, select "Enter a new address if you have moved." Note that you cannot select "Correct or amend this address." Click **Next**.

3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.

4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.

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