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 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.
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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
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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.