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.
- 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.
- 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

2

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

To Update Your Phone Number(s):

- 1. Click **Update** in the Phone Numbers section.
- 2. Update your phone numbers as needed and click Next.
- 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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CONTACT INFORMATION

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

2

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**.
- 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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Organization Email Address			Business Group	The Research SUNY	Foundatio
Basic Details					
Use the "update" button to change your e-mail add	ress or your form W-	2 print option			
					Up
Full Name	Smith, Pat				
Date of Birth	01-Jan-1970				
Social Security	001-01-0001				
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Phone Numbers					
To add a phone number click "add", to change click	k "update".				
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