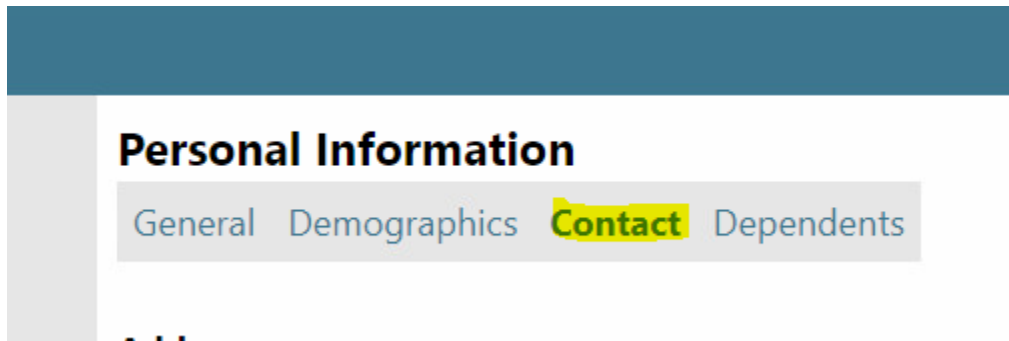


Updating Contact Information within Employee Self Service

Changes to your Contact Information can be made by Right clicking this link and opening in a new tab: [Personal Information Changes](#).

Personal information is stored under 4 tabs; General, Contact, Demographics and Tax Form Delivery.

Click on the Contact information



Click on the Edit, Delete or Add New links next to the Phone Number Information and/or Emergency Contact Information that needs to be changed and then click Save.