

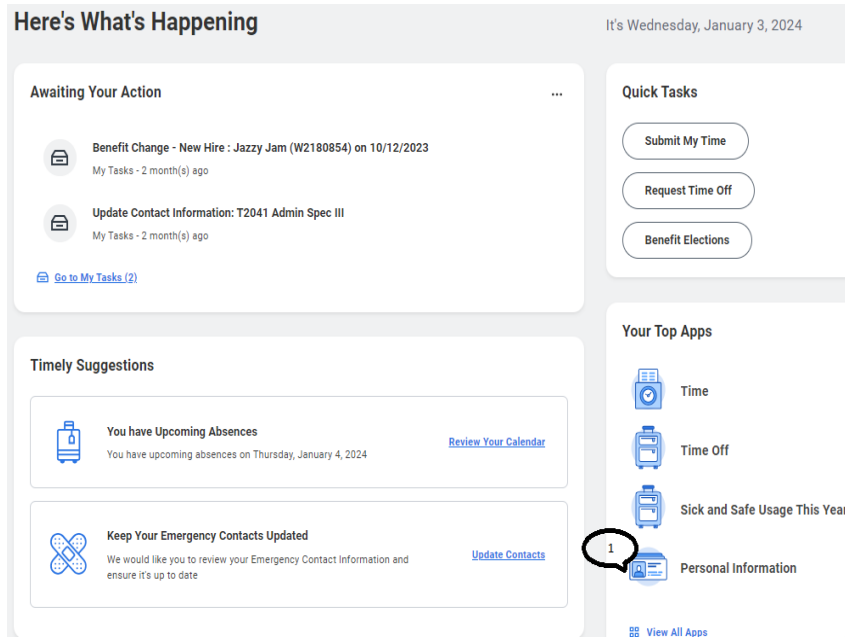
Update Contact Information

QUICK REFERENCE GUIDE

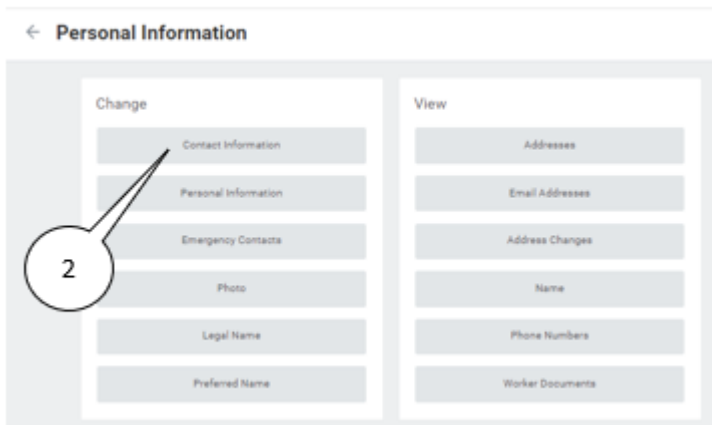


PROCESS STEPS

1. From the Homepage, click the **Personal Information** application.





2. In the Change section, click the **Contact Information** button.



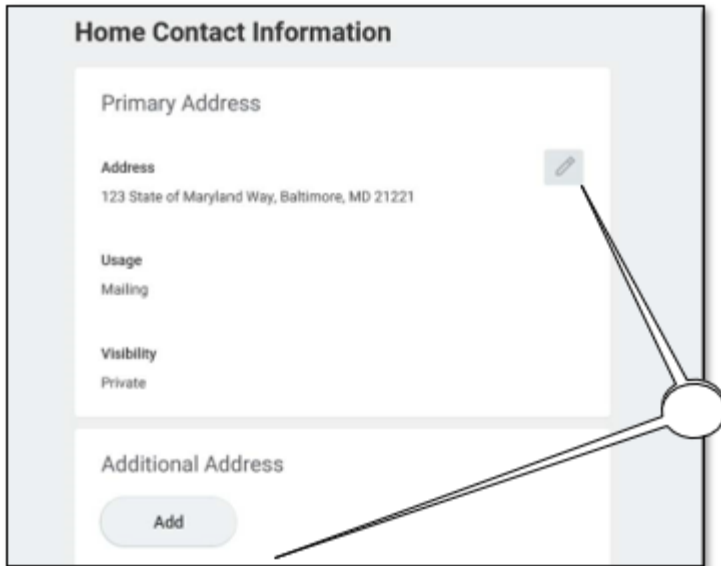
3. Click the **Edit** button.



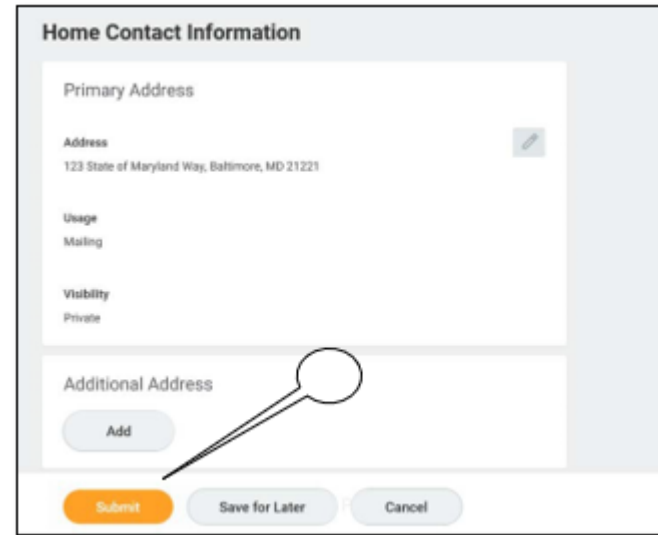
4. Identify the row which requires the update of information and perform one or more of the actions below:

Task	Procedure
To edit contact information...	Click the Edit  icon in the applicable row and make the changes.
To add contact information...	Click the Add  button in the applicable row and make the changes.

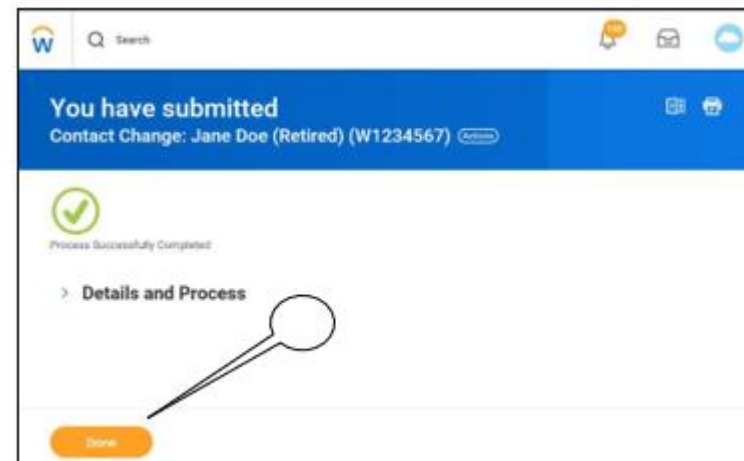
PROCESS STEPS



- Click the **Submit** button at the bottom of the page to submit the change.



- Your contact information change has been submitted. Click the **Done** button to finish.



Field	Additional Information
Home Address	You will be required to enter a COUNTY for the home address if the county changes based on the new/updated address. The county must be spelled as noted on the top of the page.
Work Contact Information	Your old work contact information will <u>be</u> populated. You cannot delete this <u>information</u> but it won't be used.
Primary Personal Email Address	Status of benefit events (life events and Open Enrollment) will be communicated to this email address.
Work Email Address	Do not enter an email address for the work email address unless you want <u>benefits</u> communications to go this email address instead of the Primary Personal Email Address.