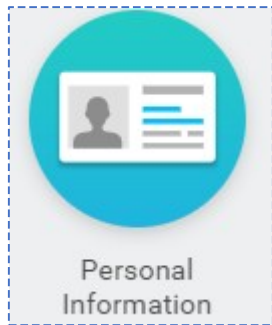


OVERVIEW: Below are the steps to edit your contact information.

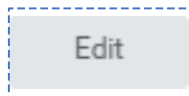
STEP 1: Click on your “Personal Information” worklet.



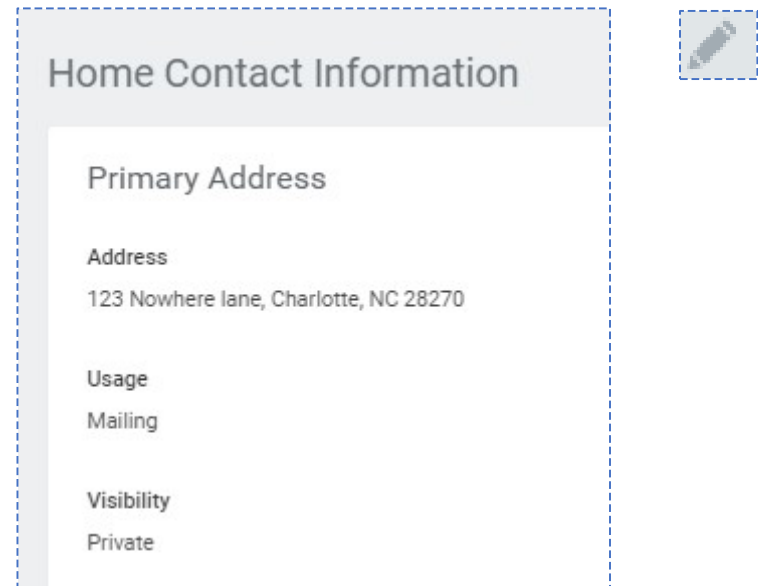
STEP 2: Under the change menu, click “Contact Information.”



STEP 3: Click “Edit” in the top left corner.



STEP 4: Click the grey pencil to make any necessary edits to the contact information.



STEP 5: Review your changes and click “Submit.”

