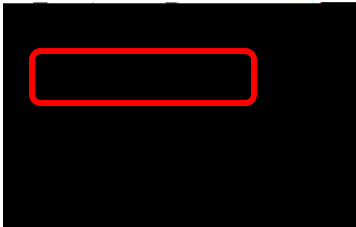


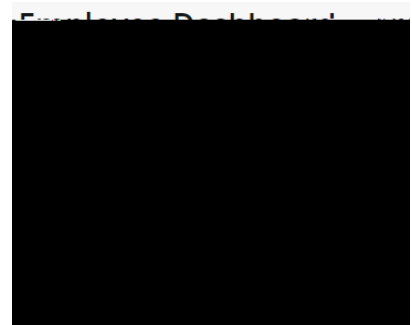
How to Update Address and Emergency Contact

Please follow the below instructions on how to update your Emergency Contact information and address on the Employee Dashboard.

Step 1: Go to the Employee Dashboard



Login into Portal and go to the Staff tab. Then click on the Employee Dashboard button at the top of the screen.

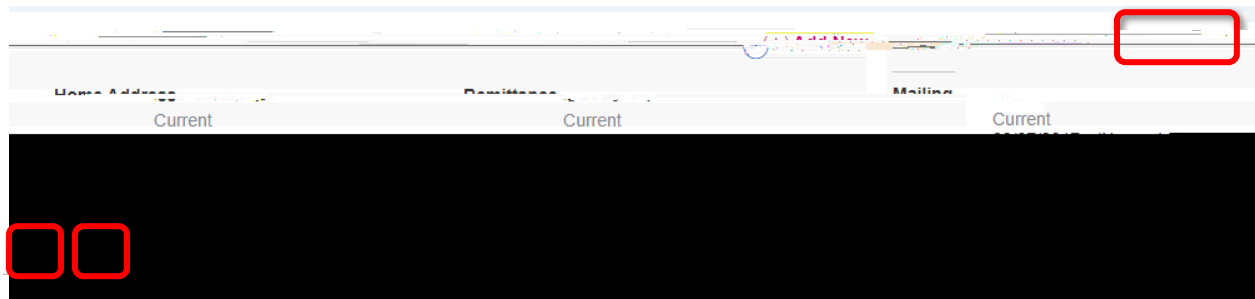


When in the Employee Dashboard, click on My Profile to view your personal information.

On My Profile you will see all of your Personal Information. To edit each section, click on the Pencil icon on the right hand side:



This will open an editable view of your profile. Each section will have icons to edit, delete or Add New:



Click on the pencil icon to update your current address. **PLEASE NOTE:** Home Address is where your paycheck is sent if you are not signed up for Direct Deposit.

Make the necessary updates and then click Update.

If selecting Add New you must enter the end date of the current address you are replacing before adding a new address. You cannot have overlapping addresses.

Follow the same steps above to make updates on all Personal Information sections in Emergency Contact

