

## ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

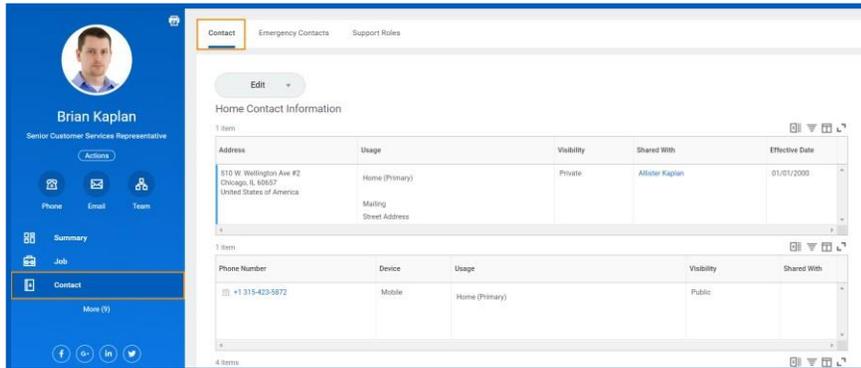
To access your Worker Profile page, click your **Profile** icon > **View Profile**.



Note: All instructions in this job aid start from the Worker Profile page.

## ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left. The **Contact** subtab is selected.



2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, click the **Edit** icon  to change existing information or click **Add** to add new information. You can also click within a field to edit.
3. Click **Submit** and **Done** to save your changes.

## ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit** and **Done** to save your changes.

## MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** and **Done** to save your changes.

## MOBILE

### CHANGE YOUR CONTACT INFORMATION ON YOUR MOBILE DEVICE

From the Home page:

1. Tap your **Profile** icon, then tap **View Profile**.
2. Tap the **Related Actions** icon in the upper-right corner.
3. Tap **Personal Data > Change My Home Contact Information**.
4. Tap the **Edit** icon where you want to update the information and make your edits.
5. Enter a comment at the bottom of the page and tap **Submit**. A confirmation page displays.

