

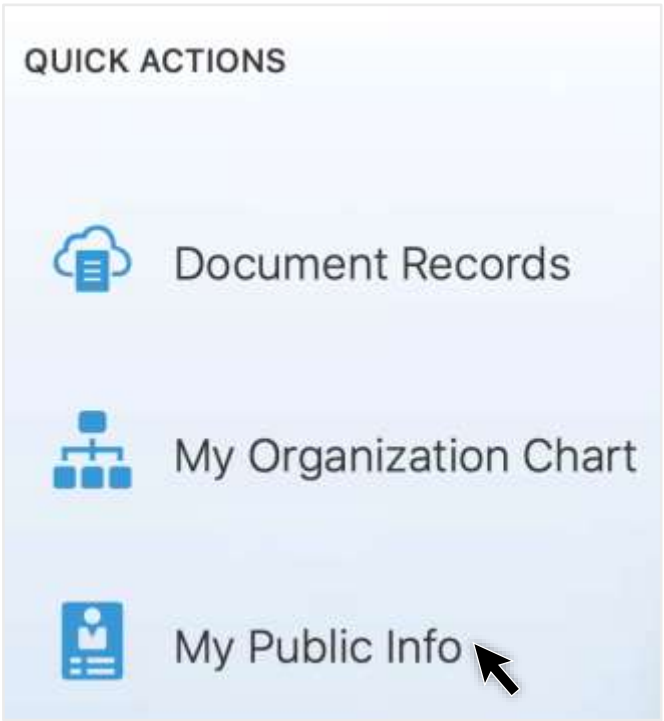
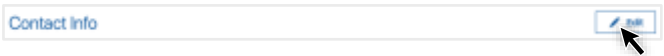



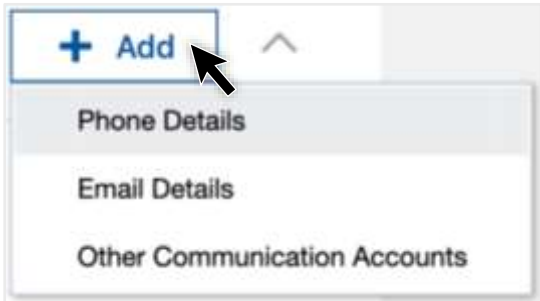
The following instructions outline steps to modify your contact information.


| Inside this Guide | Quick Steps |
|---|---|
| <div> Update My Public Info Edit/update your phone, email, and social network accounts.</div> | Login > Me > Quick Actions > My Public Info > Edit |



Update personal details relating to your contact information that others can view.

| Update My Public Info | Screen Reference |
|---|--|
| 1. From your homepage, select Me . |  |
| 2. Under Quick Actions , select My Public Info . |  |
| 3. Click the Edit button to the right of Contact Info to access the Communication section. |  |

| Update My Public Info | Screen Reference |
|---|--|
| <p>4. To Edit existing phone numbers, email addresses, or other communication accounts, click the Pencil icon near the item.</p> |  |
| <p>5. To Add phone numbers, email addresses, or other communication accounts, follow the instructions below.</p> |  |
| <p>Phone Details</p> <ol style="list-style-type: none"> Click the Add button to the right of Communication and select Phone Details. Select phone Type from the drop-down menu (<i>required</i>). Enter the Area Code. Enter in your phone Number (<i>required</i>) and extension if applicable. To verify when the change should begin, select the From Date. Enter Comments and add Attachments if needed. When finished, click on the Submit button to save changes. | <div> <p>Email Details</p> <ol style="list-style-type: none"> Click the Add button to the right of Communication and select Email Details. Select email Type from the drop-down menu (<i>required</i>). Enter in your email address (<i>required</i>). You should only tick Primary for your work email. Enter Comments and add Attachments if needed. When finished, click on the Submit button to save changes. </div> <div> <p>Other Communication Accounts</p> <ol style="list-style-type: none"> Click the Add button to the right of Communication and select Other Communication Accounts to add social media accounts. Select Provider from the drop-down menu (<i>required</i>). Enter Account Name (<i>required</i>). Enter Comments and add Attachments if needed. When finished, click on the Submit button to save changes. </div> |

| Update My Public Info | Screen Reference |
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| <p>6. To return to your homepage, click the Company Logo on the top left of your screen or select the Home icon on the top right.</p> | <p>COMPANY LOGO</p> <p>OR</p>  |