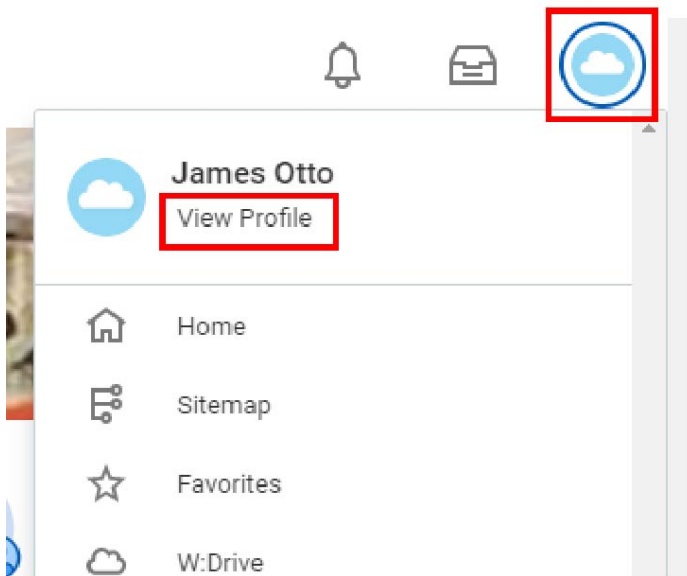


## ACCESS YOUR WORKER PROFILE PAGE

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

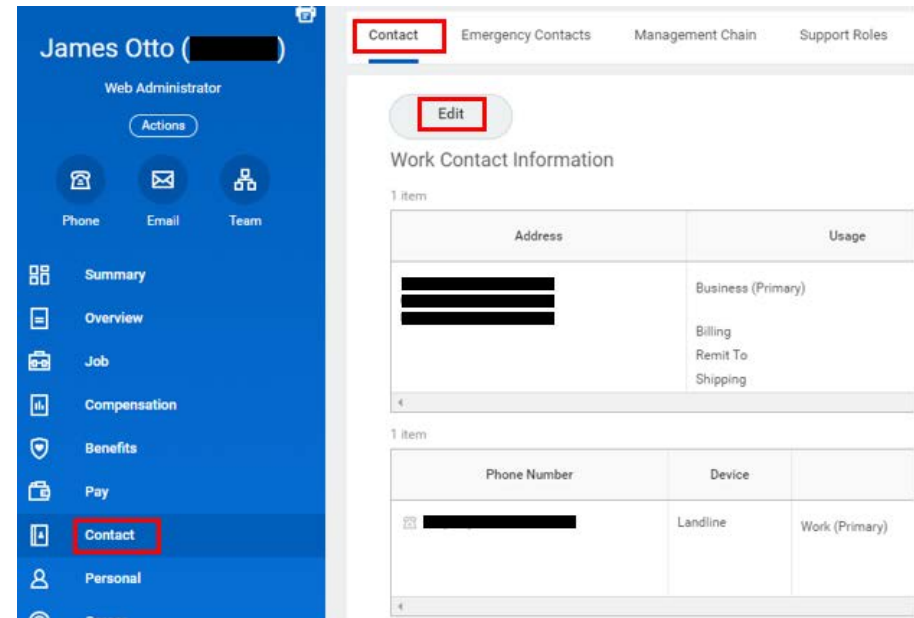
To access your worker profile page, click your Profile icon in the upper right corner, then View Profile. Your Worker Profile page displays.




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

## ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab. The **Contact** subtab automatically displays.



2. The Work Contact Information is defaulted to display. Click **Edit** to change both the home and work information.
3. Within each section click the **Edit** icon  to change existing information, or **Add** to add new information. You can also click within a field to edit.
4. Click **Submit**.

A Confirmation page will be displayed that shows who is next in the routing process to approve. A Details and Process tab is also available to view the entire routing process.

5. Click **Done**.

**You have submitted**  
Contact Change: James Otto (

Up Next

 Stephanie Dornes ( )

Approval by HR Partner

Due Date 09/15/2017

> **Details and Process**



Note: Approval by HR Partner is required after making edits to your contact information.