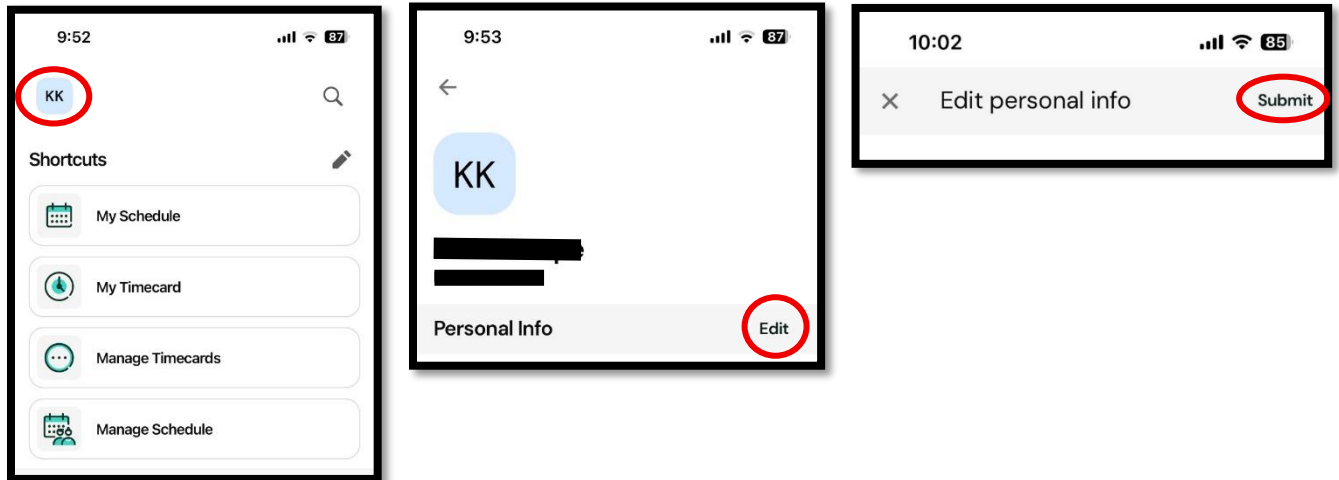


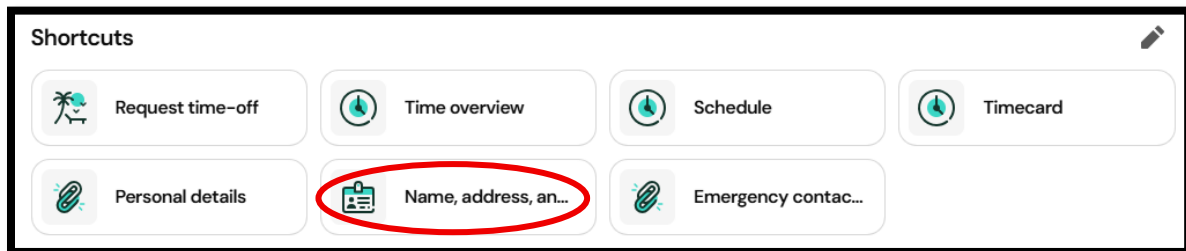
HOW TO UPDATE PERSONAL INFO ON THE APP OR DESKTOP

Employees can edit their own personal information at any time.

APP: Click on initials > Edit > Edit Information as needed > Submit



DESKTOP: Home > Shortcuts > Name, Address, and Telephone



- Click on the **pencil** in the top right-corner to **Edit** the necessary information and select **Save and/or Submit**.

