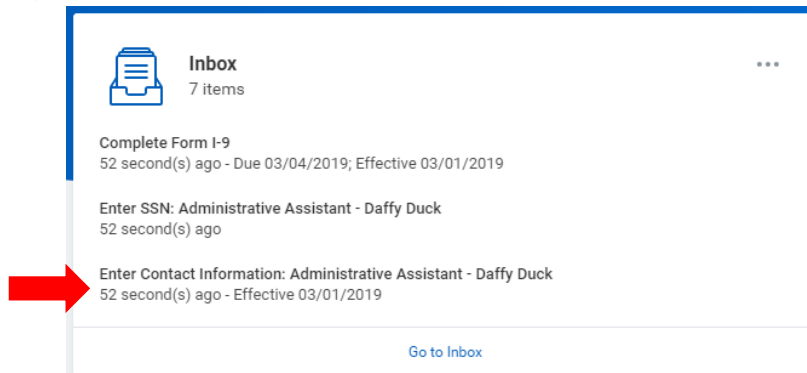


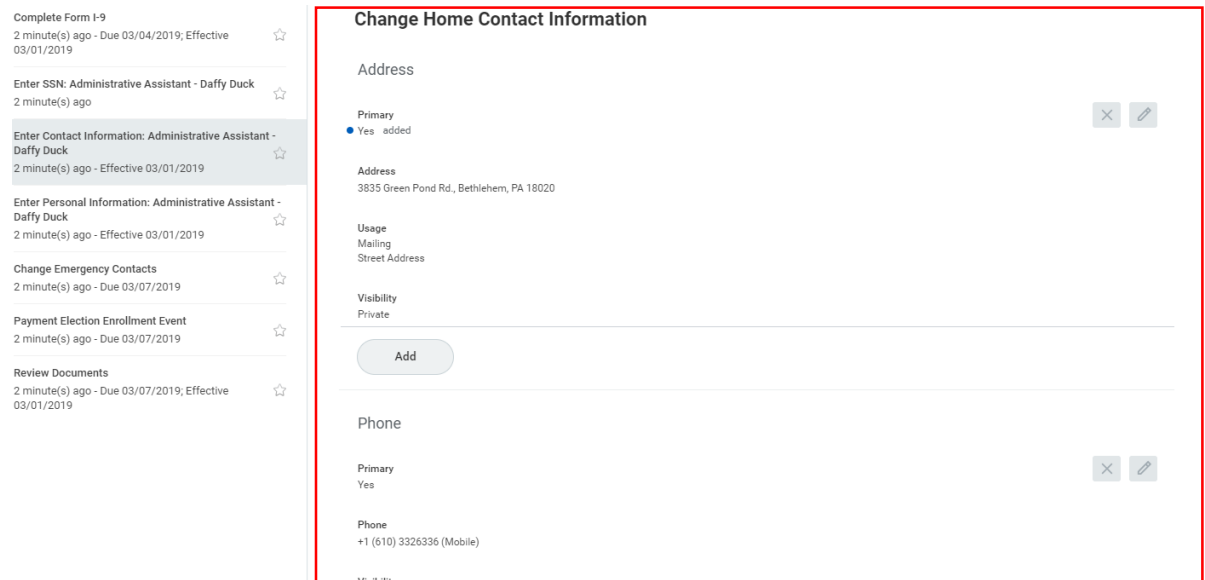


Onboarding Change Contact Info – Job Aid

- 1) Click on **Inbox** icon or card
- 2) Click on “Enter Contact Information” task in inbox





- 3) The form to complete will appear on the right-hand side of the screen



- 4) Scroll down and review your Contact Information including your address, phone number, and email address.
 - a. This information should have carried over from your application.
 - b. If it did not or if it is incorrect, please be sure to enter accurate information.

5) To make edits:

- Click the **Edit**  (pencil) icon to make changes to your Contact Information data fields.
- Once these fields are complete, click the Check Mark  icon to save data.
- Be sure to complete ALL fields with a **RED** asterisk *

6) Once the correct information is showing in your profile, Click **Submit** button at the bottom of the page

