

# How to Update Address and Emergency Contact

Please follow the below instructions on how to update your Emergency Contact information and address on the Employee Dashboard.

## Step 1: Go to the Employee Dashboard

### Employee Dashboard

**Employee Dashboard**

Pay Advice, Benefits, Self-Service Update for D  
Add'l Fed taxes), Employment Summary and V

Update addresses, contact information or marital  
information.

Login into **Portal** and go to the **Staff** tab. Then click on the **Employee Dashboard** button at the top of the screen.

### Employee Dashboard



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**My Profile**

My Team

When in the **Employee Dashboard**, click on **My Profile** to view your personal information.

## Step 2: Edit Information in My Profile

On **My Profile** you will see all of your Personal Information. To edit each section, click on the Pencil icon on the right hand side:



This will open an editable view of your profile. Each section will have icons to edit, delete or Add New:

Address			<a href="#">+ Add New</a>
<b>Mailing</b> Current 02/27/2017 - (No end date) 111 Main St. Apt. 1A White Plains New York 10603	<b>Home Address</b> Current 02/27/2017 - (No end date) 111 Main St. Apt. 1A White Plains New York 10603	<b>Remittance</b> Current - (No end date) 514 Third Ave Apt 1 New York New York 10016	

Click on the pencil icon to update your current address.

**PLEASE NOTE:** Home Address is where your paycheck is sent if you are not signed up for Direct Deposit.

Make the necessary updates and then click **Update**.

If selecting **Add New** you must enter the end date of the current address you are replacing before adding a new address. You cannot have overlapping addresses.

**\*\*\*Follow the same steps above to make updates on all Personal Information sections in Emergency Contact.\*\*\***

### Edit Address

Type of Address	Valid From	Valid Until
Mailing	02/27/2017	MM/dd/yyyy
Address Line 1	Address Line 2	Address Line 3
111 Main St.	Apt. 1A	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	White Plains	New York
County	Zip/Postal Code	Country
Westchester	10603	United States of America

Cancel **Update**