

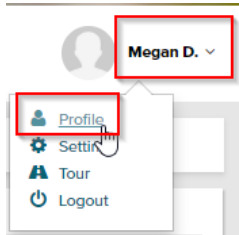


Update Personal Information & Emergency Contacts

Use MyADP to update your Personal Address, Phone Number, Email Address, and Emergency Contacts

View Your MyADP Profile

1. Visit <https://my.adp.com> or download the MyADP application for your mobile device.
2. Login using your MyADP Username and Password.
3. Click your name at the top right hand corner of the screen, then select **Profile** from the dropdown menu:



Update Personal Information

1. In your Profile, go to the **Personal Info** box and click **View**.
2. Click **Edit** to update any incorrect personal information then **Save** when you have finished.
3. You may also **Add** or **Delete** information where permitted.

Some Changes Must Be Made Directly with Human Resources

(Documentation Required)

- Legal name changes (ex: marriage or divorce)
- Social Security Number corrections
- Visa information changes

Some Fields Are Not In Use

- Disregard any information in the **Bio** or **Status Information** sections that are not already filled out, as we are not using this information in MyADP.

Update Emergency Contacts

1. In your Profile, go to the **Emergency Contacts** box and click **View** or **Add**

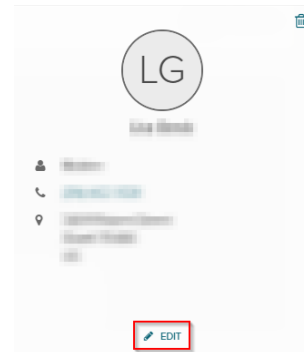
Adding a New Contact

2. Click **Add Another Contact** and follow the prompts to provide the required information. When complete, press **Save**. You may add more than one emergency contact if you wish.



Edit an Existing Contact

3. Click **Edit** on the card of the contact you wish to edit. Follow the prompts to change the information you wish to update. When complete, press **Save**.



Delete an Existing Contact

4. Click the **Trash Can Icon** on the card of the contact you wish to delete. Follow the prompt to confirm that you wish to permanently delete the contact.



Download the MyADP mobile application to have your contact information, payroll, and benefits at your fingertips on your smart phone or other mobile device!