## Update Contact Information QUICK REFERENCE GUIDE



## **PROCESS STEPS**

1. From the Homepage, click the **Personal Information** application.

Welcome, Jane Doe (Retired) (W1234567)				
Inbox 0 items	Applications 5 items			
Go to Inbox	Personal	Benefits	New Announcements	
	Directory	Favorites		

2. In the Change section, click the **Contact Information** button.

<ul> <li>Personal Information</li> </ul>	
Change	View
Contact Information	Addresses
Emergency Contacts	Email Addresses
	2 Address Changes
	Name
	Phone Numbers
	Worker Documents

3. Click the **Edit** button.

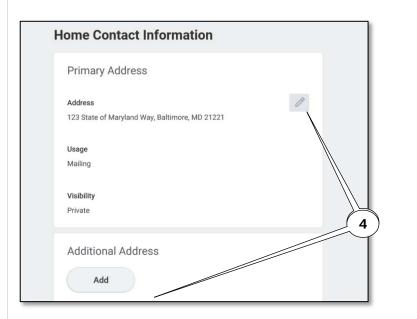
My Contact Inform Jane Doe (Retired) (W12				X	
Edit Home Contact Information	-3			XIII =	⊡ . <sup>1</sup>
Address	Usage	Visibility	Shared With	Effective Date	
123 State of Maryland Way Baltimore, MD 21221 United States of America	Home (Primary) Mailing	Private	21 12	05/20/2019	<b>^</b>
<	1				>

4. Identify the row which requires the update of information and perform one or more of the actions below:

Task	Procedure		
To edit contact information	Click the <b>Edit</b> icon in the applicable row and make the changes.		
To add contact information	Click the <b>Add</b> button in the applicable row and make the changes.		



## **PROCESS STEPS**



Field	Additional Information	
Home Address	You will be required to enter a COUNTY for the	
	home address if the county changes based on the	
	new/updated address. The county must be	
	spelled as noted on the top of the page.	
Work Contact	Your old work contact information will be	
Information	populated. You cannot delete this information	
	but it won't be used.	
Primary Personal Email	Status of benefit events (life events and Open	
Address	Enrollment) will be communicated to this email	
	address.	
Work Email Address	Do not enter an email address for the work email	
	address unless you want benefits	
	communications to go this email address instead	
	of the Primary Personal Email Address.	

5. Click the **Submit** button at the bottom of the page to submit the change.

Home Contact Information		
Primary Address		
Address 123 State of Maryland Way, Baltimore, MD 21221	Ø	
Usage Mailing		
Visibility Private		
Additional Address 5		
Submit Save for Later Cancel		

6. Your contact information change has been submitted. Click the **Done** button to finish.

