ESS Mobile 3.0: Updating Your Contact Information

It is essential to maintain your contact information, including email address, primary and secondary phone number to ensure they are up to date to receive notifications.

To update your email address and/or phone number:

1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.
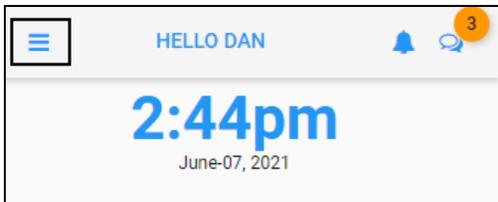
2. Tap the employee name. The **MY INFORMATION** screen is displayed.

3. Tap **Contac Information**. The **Contact Information** screen is displayed.
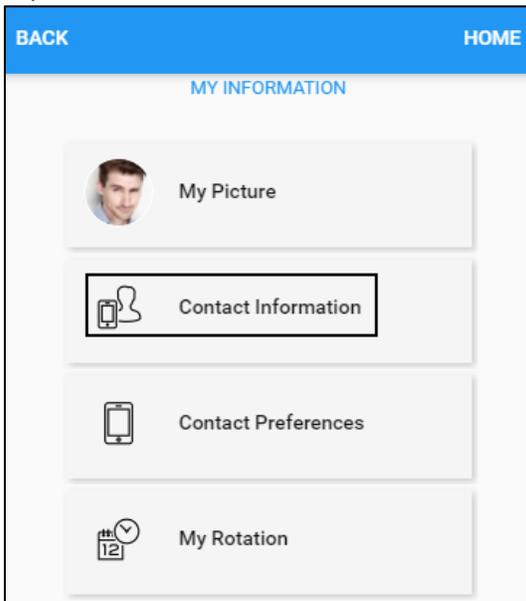
4. Update your primary phone number, secondary phone number, and email address to ensure they are up to date. Tap **SAVE**.

5. Your contact information is updated.