

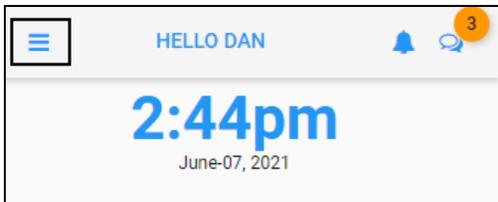
ESS Mobile 3.0: Updating Your Contact Information

Job Aid

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:

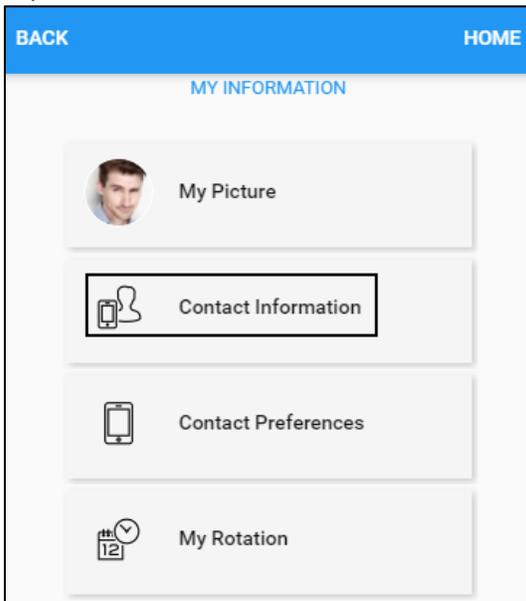
1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



2. Tap the employee name. The **MY INFORMATION** screen is displayed.



3. Tap **Contact 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**.

Contact Information

Primary Phone Number	4305552554	×
Secondary Phone Number	0000000000	×
Email Address	AParsons@example.com	×

Please keep your contact information up to date.

SAVE

5. Your contact information is updated.

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