

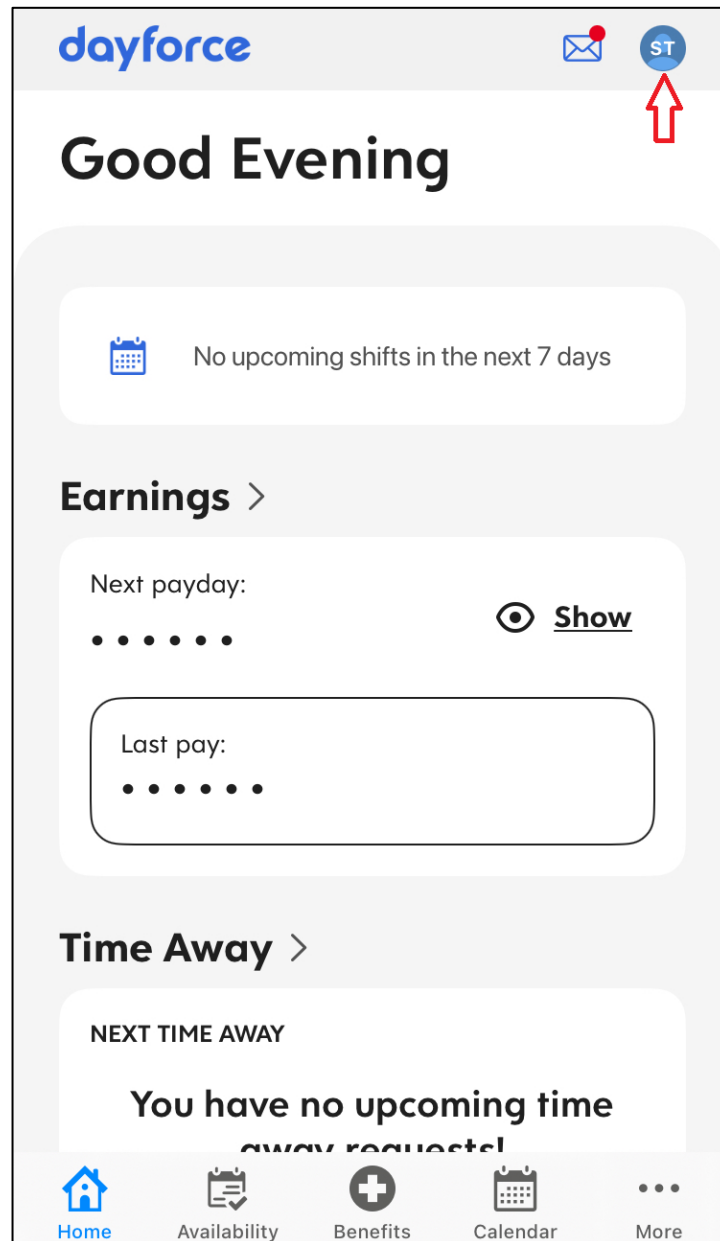
Quick Guide: Updating Personal Information (IOS)

Table of Contents

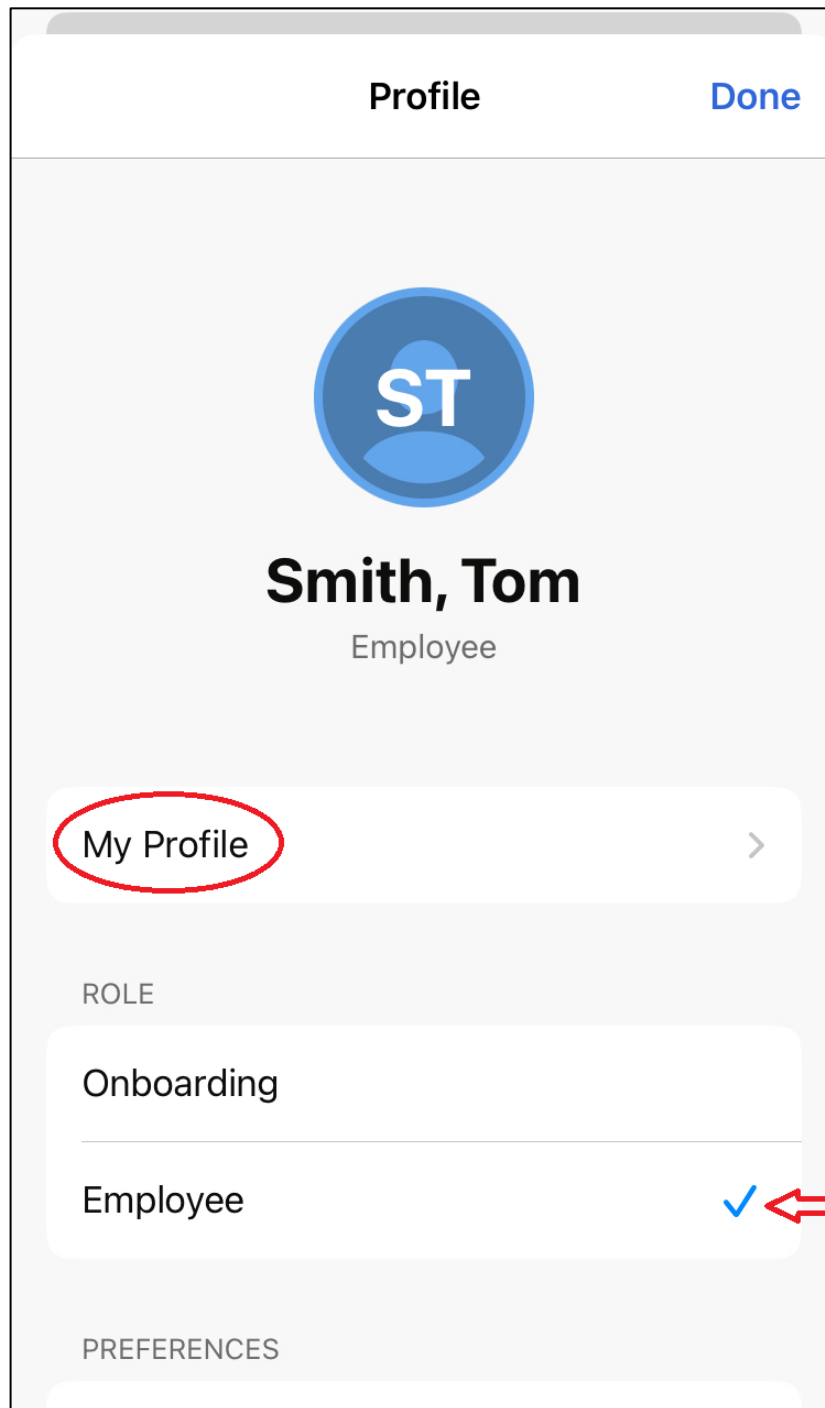
1. Updating your Personal Contact information2-5
2. Updating your Address6-11

1.0 Updating Personal Information (Phone number, Email, Emergency Contact)

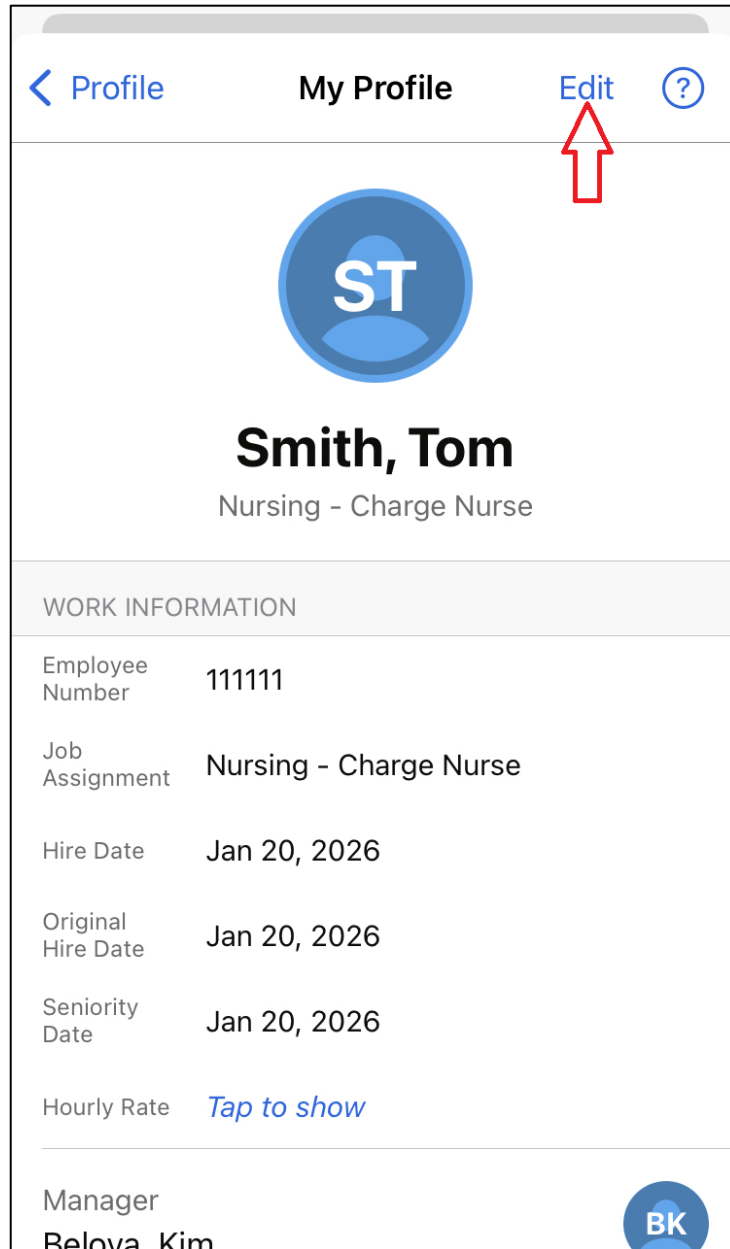
1.1 Click on your profile Icon at the top right corner of the app main page.



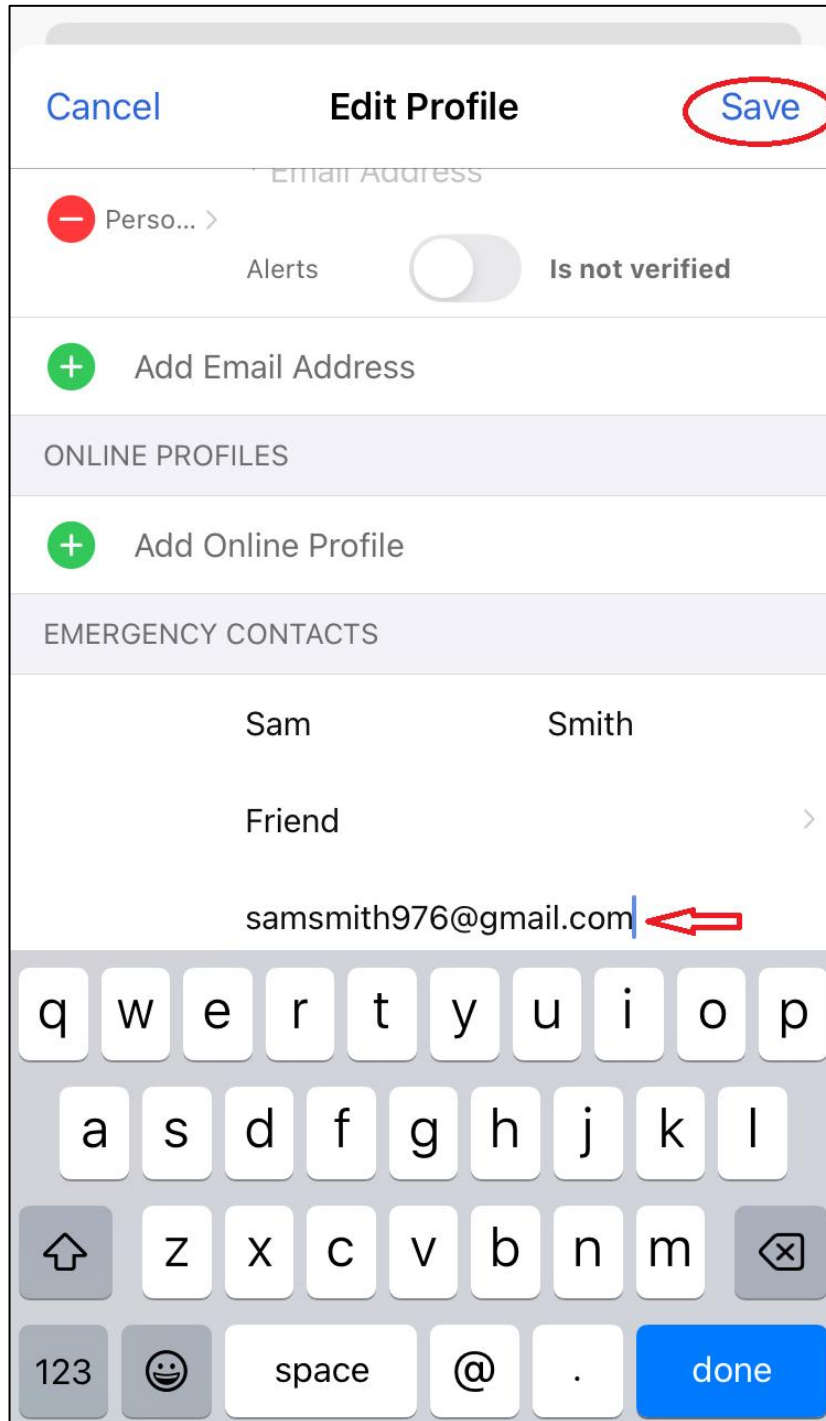
1.2 Select your Employee Role under Role and click on My Profile.



1.3 Click on the Edit button at the top right corner of your profile screen.

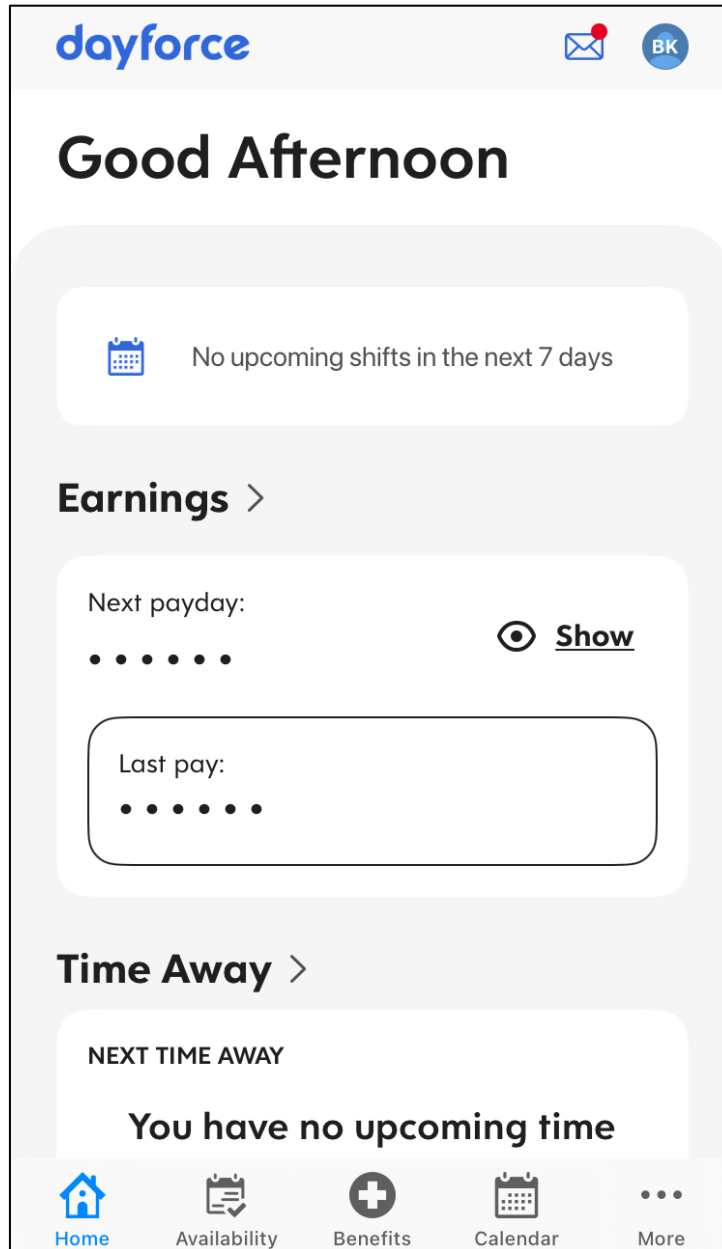


1.4 Edit all the areas that need updating. Click Save. You have successfully updated your personal contact information.

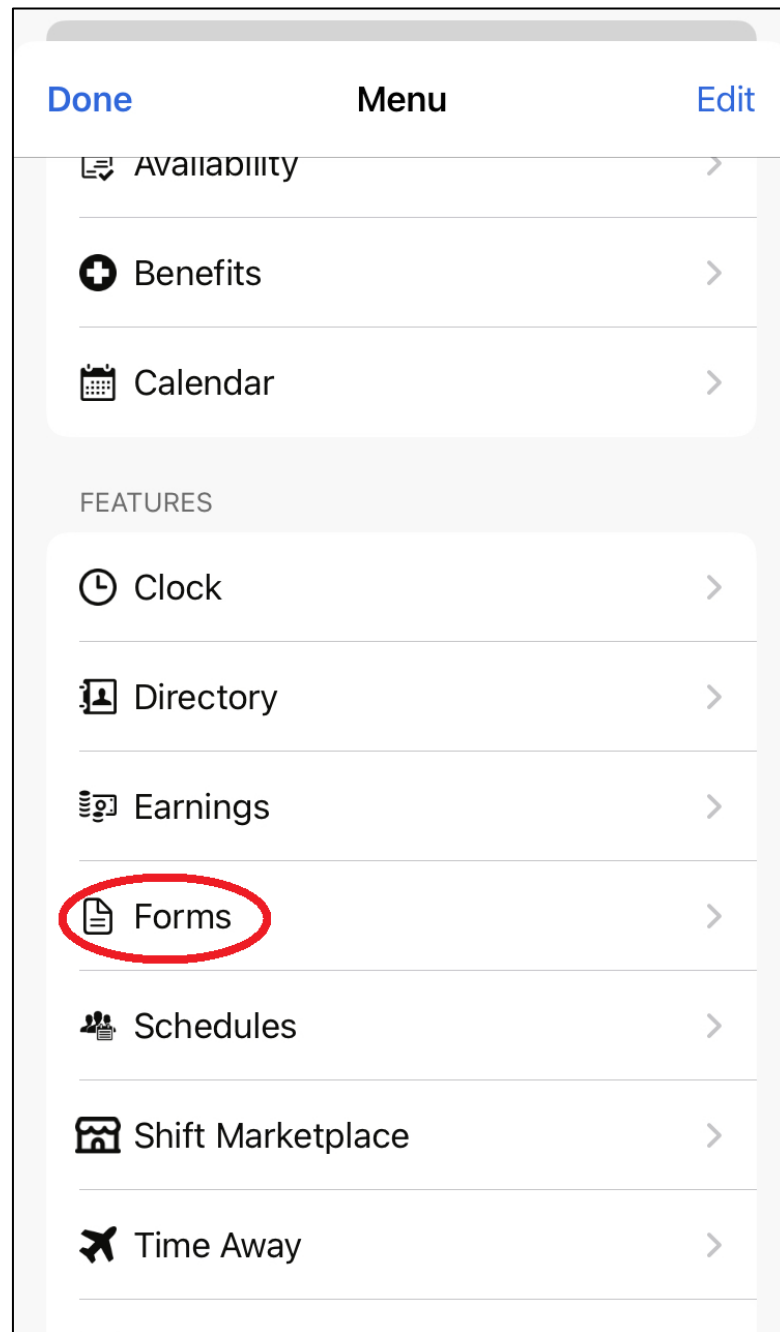


2.0 Updating your address via Forms.

2.1 Tap on the More button at the bottom right corner of the screen.



2.2 Select Forms from the menu.



2.3 Select the Address form.

Forms

▼ **My Form Submissions** ↻

12 Results

▲ **Benefits (1)**

▲ **Personal (9)**

-
-
-
-
-
-
-
-

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2.4 Make edits to current address on the form by selecting the field below *Address Line 1**. Review and click the Submit button at the bottom of the form.

Forms

ion

lete

	Country Code*	Address Line 1*
iden...	Canada	<input type="text"/>


ments

ional details if desired.

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Supporting Documents

Please attach additional details if desired.


[+ Upload Files](#)

Comment

Add comment to the employee's file.

[Save Draft](#) [Submit](#) [Cancel](#)

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2.5a) Click the +Add button to enter a new address, such as when your mailing address differs from your primary residence.

Forms

Address ✕

Smith, Tom
 Status: Active Employee Number: 111111

Address Information

+
Add
✕
Delete

Indi...	Type*	Country Code*	Address Line 1*	
	Primary Residen...	Canada	Vancouver	

Supporting Documents

Please attach additional details if desired.

+ Upload Files

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Availability

Benefits

Calendar

More

2.5 b) In the field under *Type**, you can select Mailing from the drop-down menu and update the other fields with an asterisk. Review and click Submit. You have successfully updated your address.

Forms

Address ✕

Smith, Tom
 Status: Active Employee Number: 111111

Address Information

+ Add ✕ Delete

Indi...	Type*	Country Code*	Address Line 1*
+	Mailing ✕		

↑

Supporting Documents

Please attach additional details if desired.

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Supporting Documents

Please attach additional details if desired.

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Comment

Add comment to the employee's file.

Save Draft
✔ Submit
Cancel

Home
Availability
Benefits
Calendar
More