

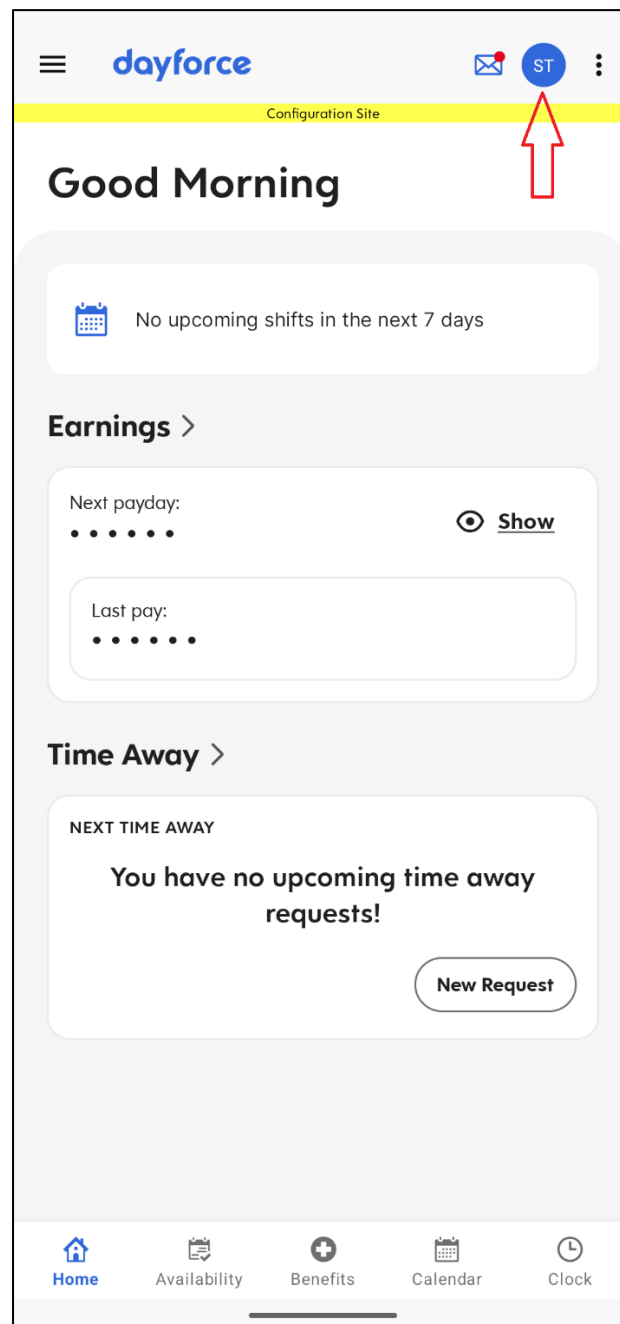
## Quick Guide: Updating Personal Information (Android)

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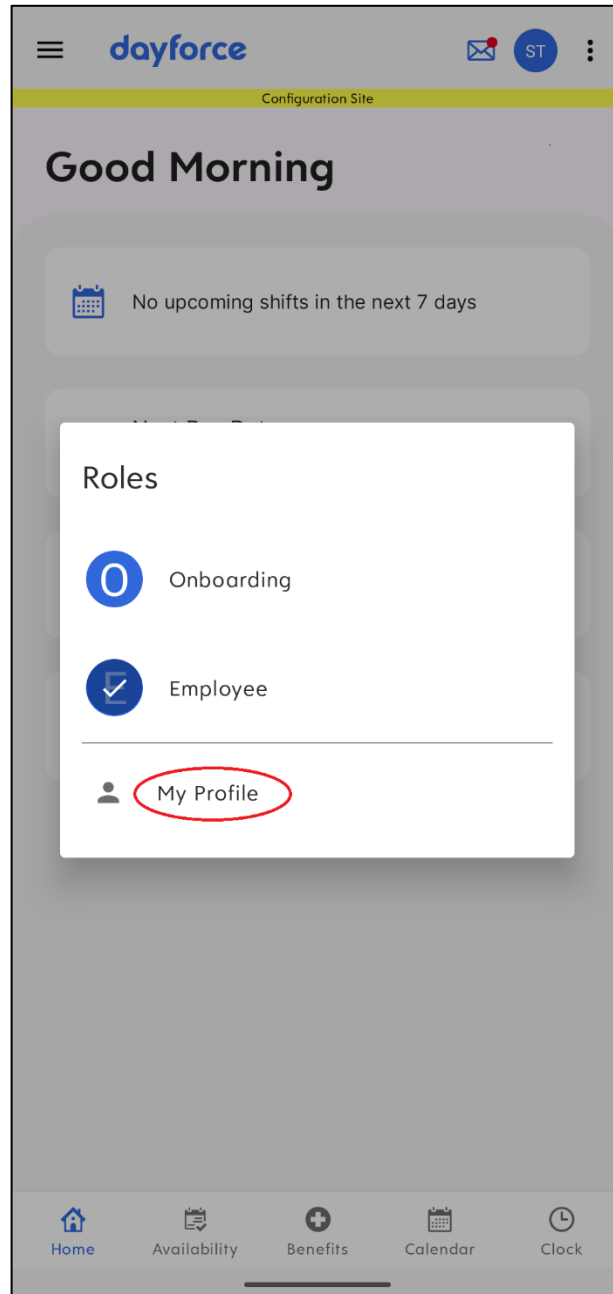
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## 1.0 Updating Personal Information (Phone number, Email, Emergency Contact)

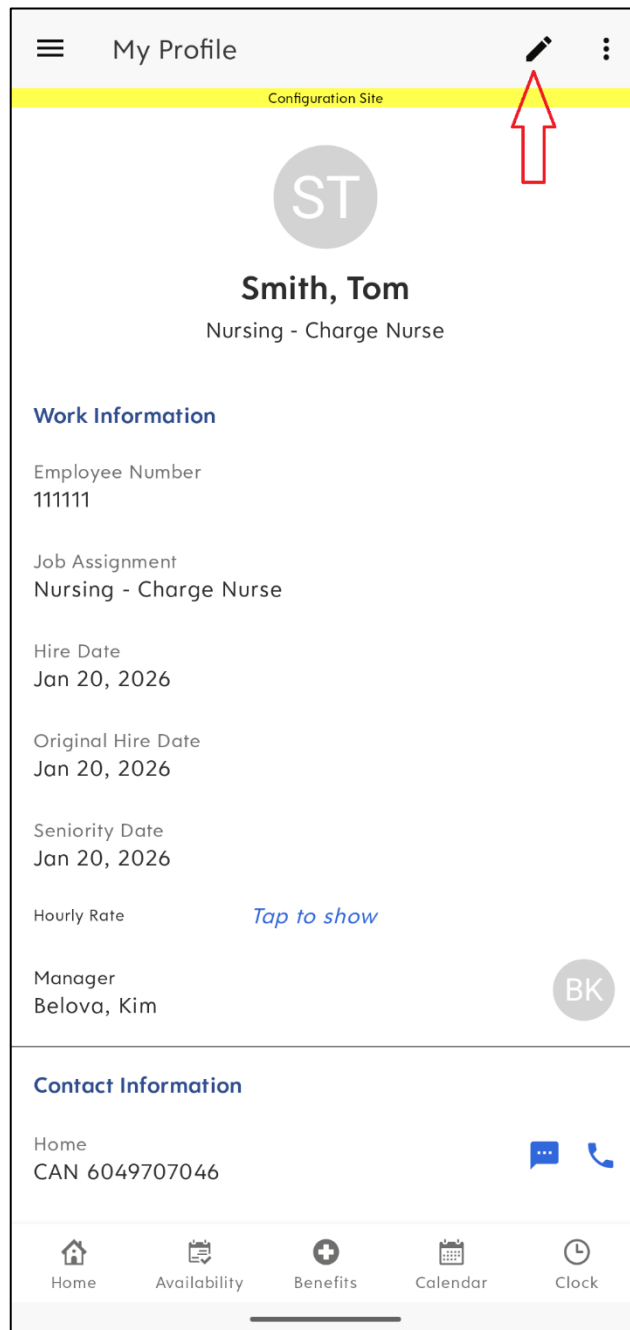
1.1 Click on your profile Icon at the top right corner of the app main page.



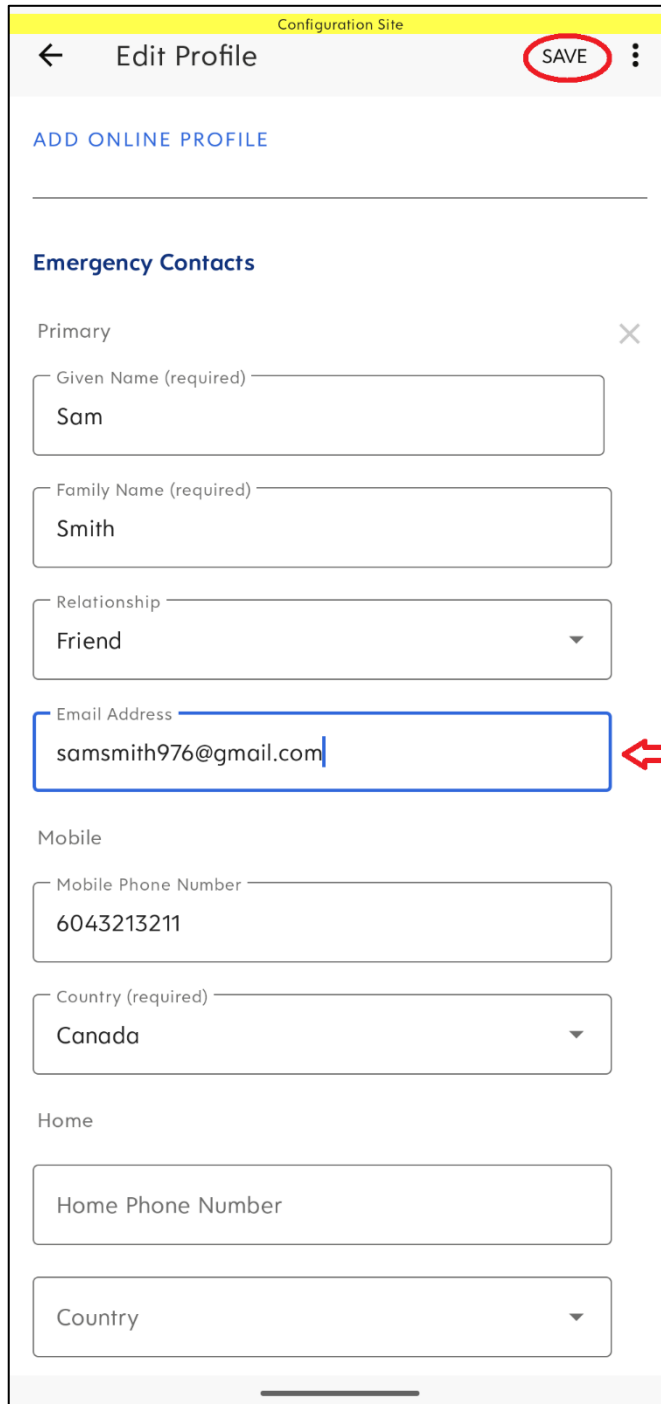
1.2 Select your Employee Role under Roles and click on My Profile.



1.3 Click on the Edit Icon 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.



Configuration Site

← Edit Profile SAVE

[ADD ONLINE PROFILE](#)

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**Emergency Contacts**

Primary ×

Given Name (required)  
Sam

Family Name (required)  
Smith

Relationship  
Friend

Email Address  
samsmith976@gmail.com

Mobile

Mobile Phone Number  
6043213211

Country (required)  
Canada

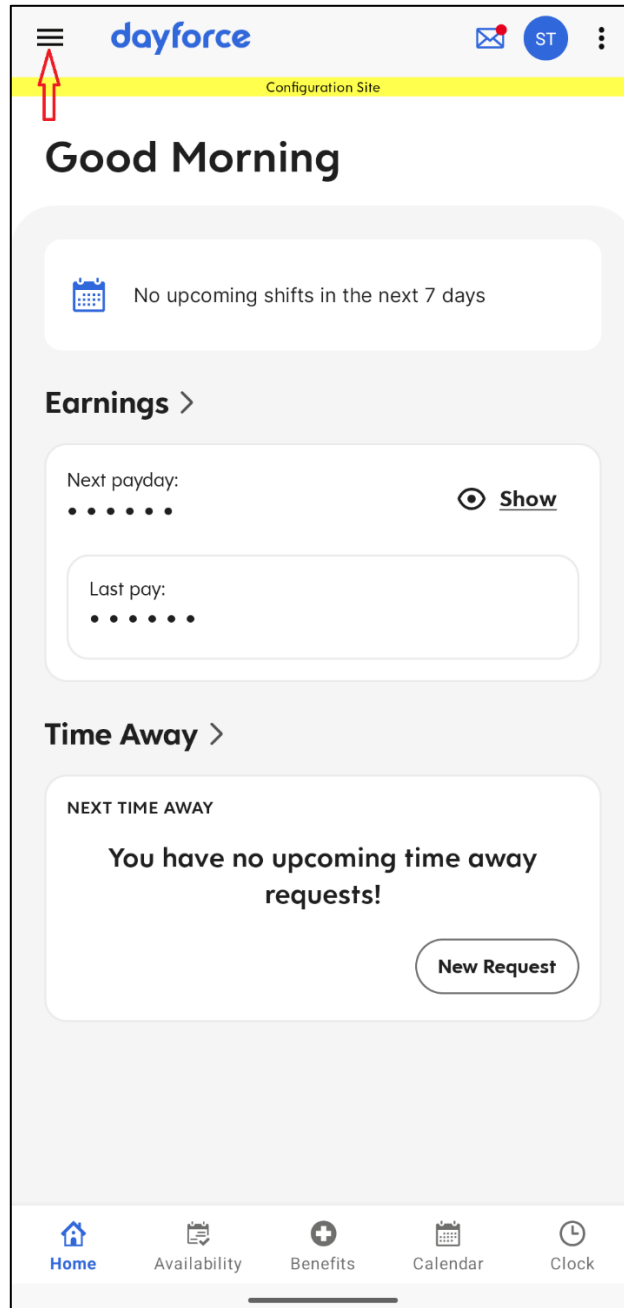
Home

Home Phone Number

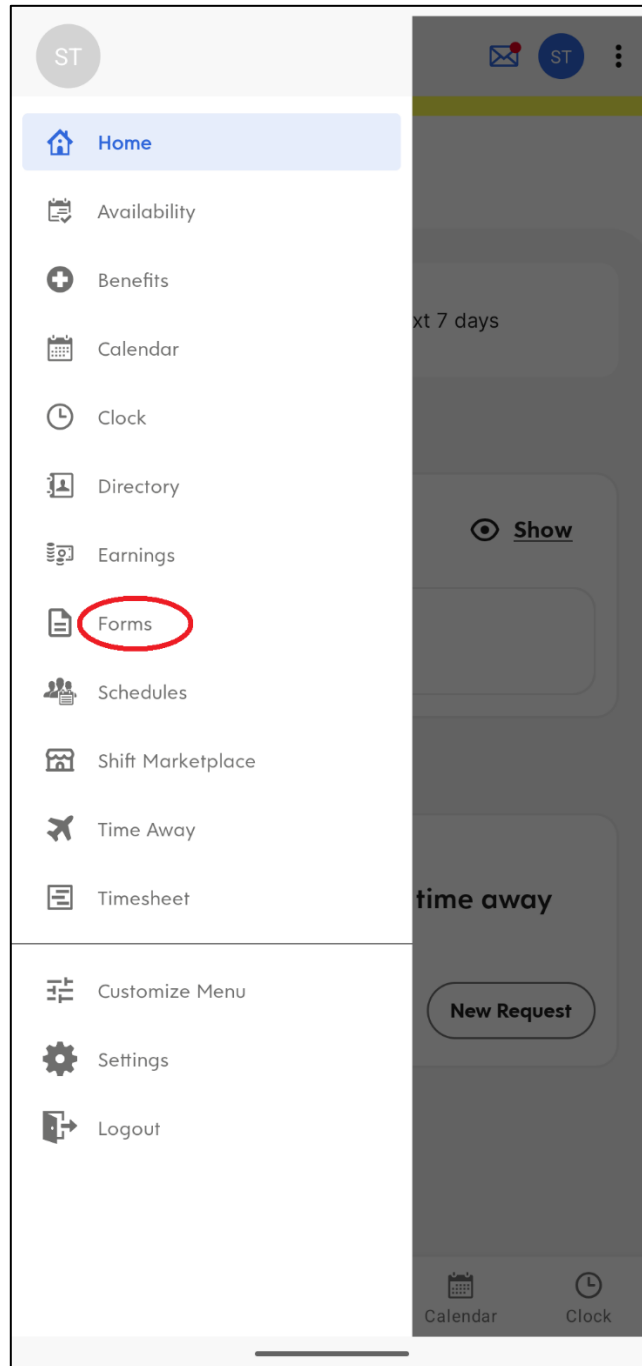
Country

## 2.0 Updating your address via Forms.

2.1 Tap on the top left corner menu.



## 2.2 Select Forms from the drop-down menu.



## 2.3 Select the Address form.

×

# Forms

▼ My Form Submissions ↻

Search Forms

Search Reset

12 Results

▲ Benefits (1)

📄 Current Dependent Information

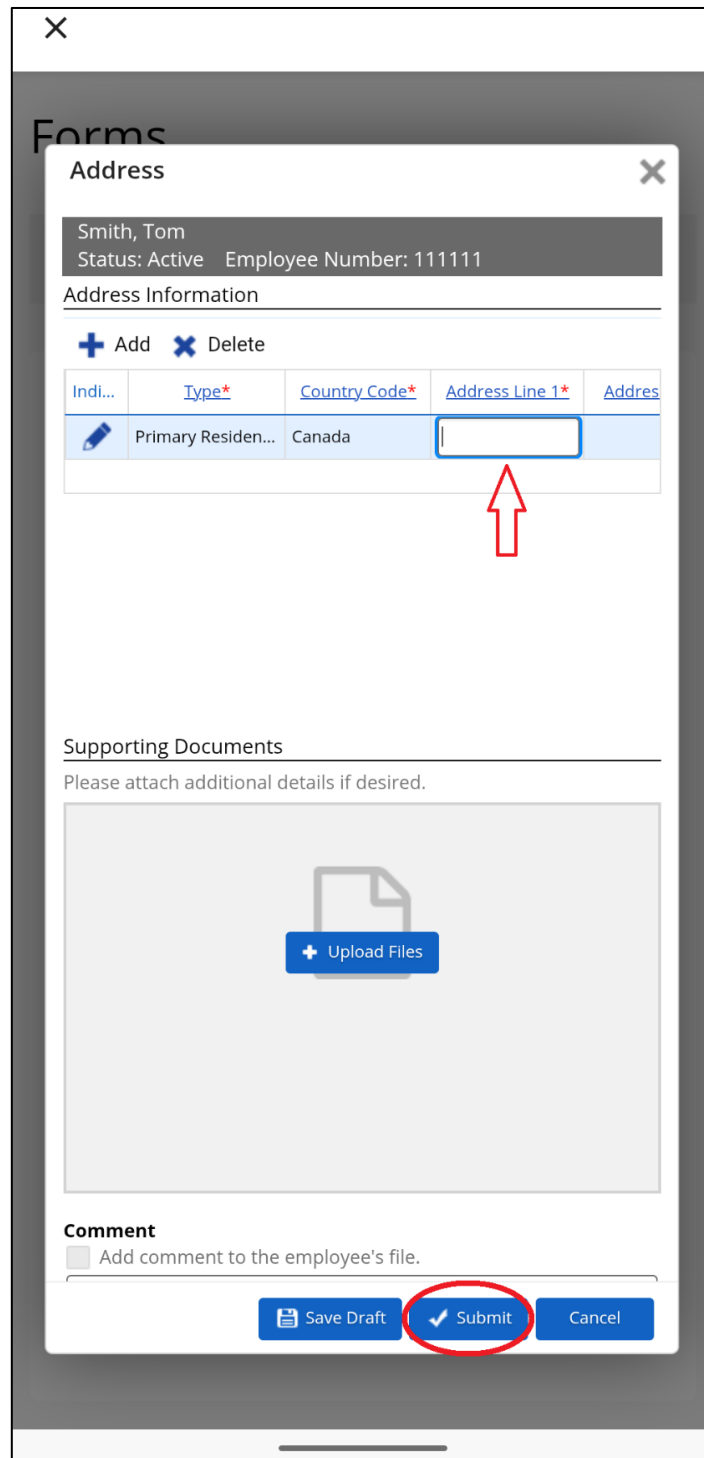
▲ Personal (9)

- 📄 \*Confidential Identification Collection
- 📄 \*Confidential Information (CAN)
- 📄 **Address**
- 📄 Contact Details
- 📄 Direct Deposit
- 📄 Emergency Contacts
- 📄 Life Event Declaration
- 📄 Name and Marital Status
- 📄 Name and Marital Status Change

▲ Tax forms (2)

- 📄 Federal TD1 - 2026
- 📄 Province/State Tax Form

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



Forms

**Address**

Smith, Tom  
Status: Active Employee Number: 111111

Address Information

+ Add - Delete

Indi...	Type*	Country Code*	Address Line 1*	Address
	Primary Residen...	Canada	<input type="text"/>	

Supporting Documents

Please attach additional details if desired.

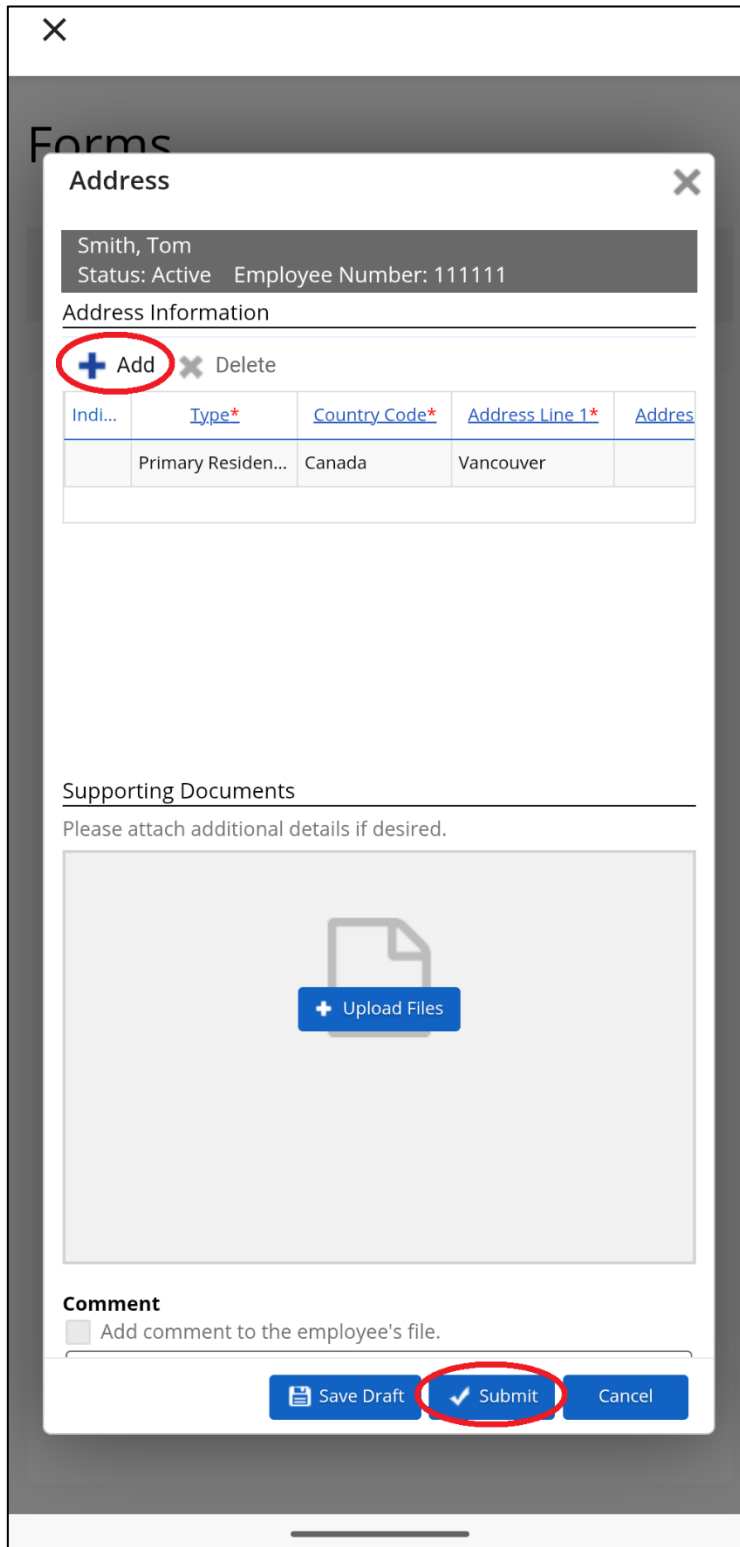
Upload Files

**Comment**

Add comment to the employee's file.

Save Draft **Submit** Cancel

2.5 a) 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*	Address
	Primary Residen...	Canada	Vancouver	

Supporting Documents

Please attach additional details if desired.

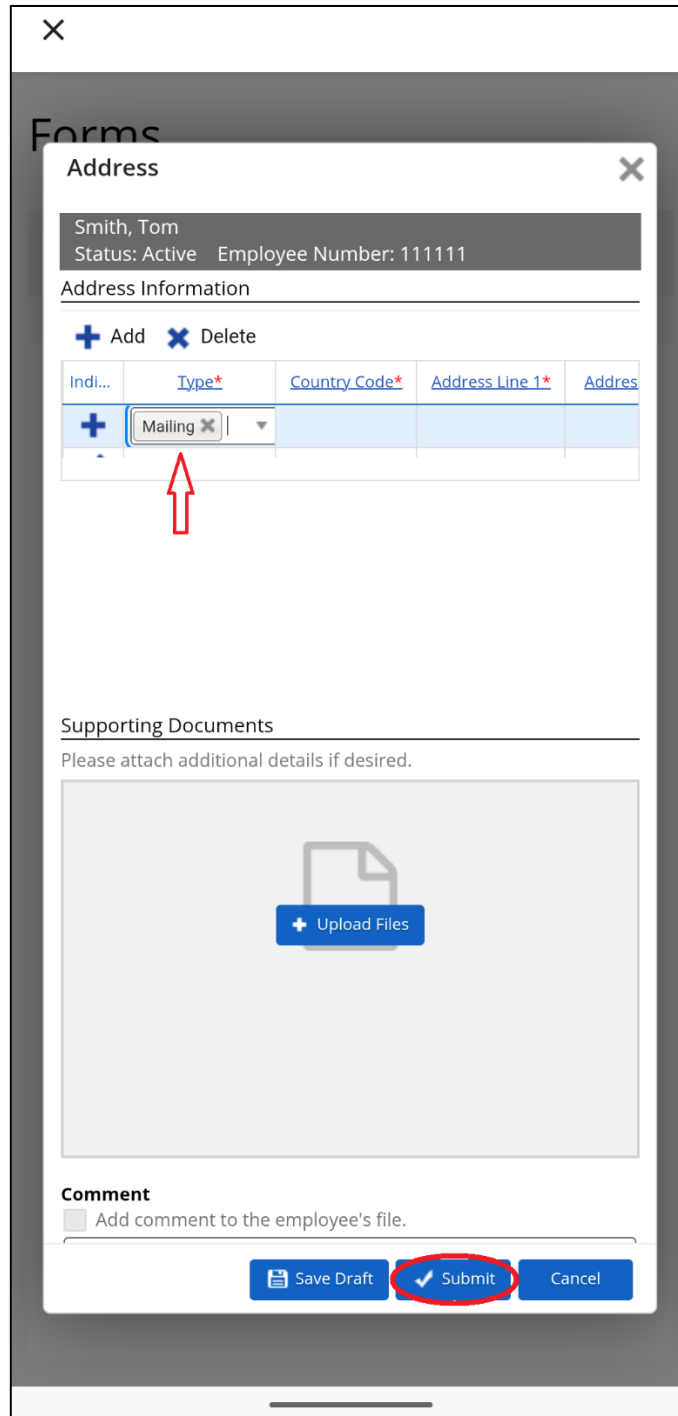
+ Upload Files

Comment

Add comment to the employee's file.

Save Draft Submit Cancel

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*	Address
+	Mailing			

Supporting Documents

Please attach additional details if desired.

+ Upload Files

Comment

Add comment to the employee's file.

Save Draft Submit Cancel