Getting Started: Modify Your Personal Information

Access Your Worker Profile Page
1. Click your Profile Icon > View Profile. Your Worker Profile page displays.

Modify Your Personal Information
1. Click the Personal tab. The Personal Information link is selected.
2. Click Edit.
3. Click the Edit icon to change existing information, or the Plus icon to add new information. You can also click a field to open it for editing.
4. Click Submit.

Add or Change Your Contact Information
1. Click the Personal tab.
2. Click the Contact link.
3. Click Edit. Enter or modify any information.
4. Click Submit.

View/Edit Your Identity Paperwork
1. Click the Personal tab.
2. Select the IDs link in the navigation ribbon.
3. Click Edit and make changes as required.

Add or Change Emergency Contacts
1. Click the Personal tab.
2. Click the Emergency Contacts link.
3. Click Add or Edit. Enter or modify your emergency contacts.
4. Click Submit.

Change Your Legal or Preferred Name
1. Click the Related Actions icon next to your name.
2. Select Personal Data > Change My Legal Name or Personal Data > Change My Preferred Name as applicable.
3. Enter your new information, including any required information.
4. Click Submit.
5. Click To Do to submit proof of name change for Legal Name Change or Done to submit later.
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View Transaction History
View your transaction history to see when you enrolled in benefits, changed personal data, and more.

1. Click the Job tab.
2. Click the Worker History link. Your business process history displays.
3. Click View Worker History by Category. The data is segmented into different tabs to make it easier for you to review your history.

Import Your Profile from LinkedIn

1. Click the Job tab.
2. Click the Professional Profile link.
3. Click the Import from LinkedIn button. You will be prompted to sign in to LinkedIn before your LinkedIn information can post to your worker profile.
4. Review each page of information and click the Edit icon to make any edits.
5. Click Next to progress through all of your LinkedIn information.
6. Click Submit > Done.