Getting Started: Modify Your Personal Information

**Access Your Worker Profile Page**

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

   All instructions on this Job Aid start from the Worker Profile page.

**Add or Change Your Contact Information**

1. Click the **Contact** tab.
2. Click **Edit**. Enter or modify any information.
3. Click **Submit**.

**Add or Change Emergency Contacts**

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** link.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

**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**.

**View Your Identity Paperwork**

You cannot make changes to this information; you can only view it.

1. Click the **Personal** tab.
2. Select the **IDs** link in the navigation ribbon.

**Change Your Legal or Preferred Name**

1. Click the **Related Actions** icon ⌚️ next to your name.
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** to submit proof of name change or **Done** to submit later.
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Add and View Your Social Networks

1. Click the Related Actions icon next to your name.
2. Select Personal Data > Maintain Social Network.
3. Click Edit to edit an existing network, or Add Social Network Account to add a new network. You can maintain up to four networks.
4. Enter the social network and user name or web address you want to add. You can only add one account for each social network.
5. Click OK > Done.

Delete a Social Network

1. Click the Related Actions icon next to your name.
2. Select Personal Data > Maintain Social Network.
3. Click Delete next to the appropriate network.
4. Click Submit > Done.

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

Change a Business Title

1. Click the Related Actions icon next to your name.
2. Select Job Change > Change My Business Title.
3. Enter the Effective Date.
4. Enter the proposed Business Title.
5. Click Submit > Done.

Depending on your organization’s security protocols, this may be routed to another department for approval.