Getting Started: Modify Your Personal Information

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

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.

Add or Change Your Photo
1. Click the Related Actions icon  next to your name.
2. Select Personal Data > Change My Photo.
3. Click the Attachment button to locate and upload your image.
4. Click Submit.

The supported file formats depend on your organization’s configuration. Typical formats include .png, .jpg, and .gif.