

# How to: Update your contact information

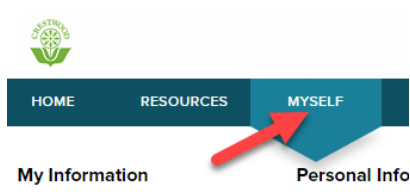


This Guide will provide step by step instructions on how to update your personal contact information in ADP.

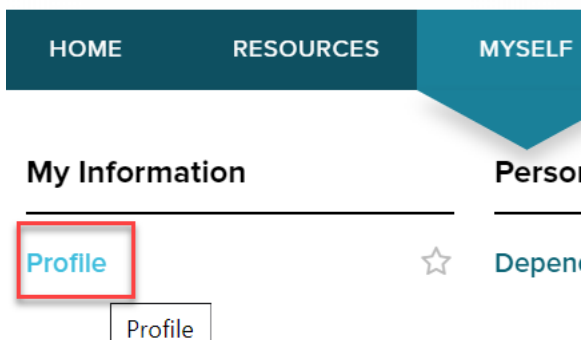
Step 1: Navigate to ADP: <https://workforcenow.adp.com/workforcenow/login.html>

Step 2: Enter your credentials

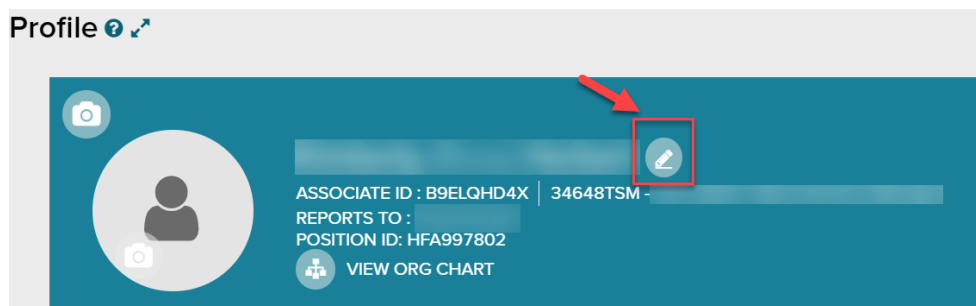
Step 3: Click under **Myself**



Step 4: Click on **Profile** which is under the My Information category



Step 5: Click on **Edit** pencil icon to the right of your name



Step 6: This opens a new slide window with your personal information.

**PROFILE** **Personal Info**

**Name** ⓘ

Mr., Ms. ▾

NAME

PREFERRED NAME

Middle Name

**PAYROLL NAME** ⓘ

Jr., Sr. ▾

CANCEL SAVE

Step 7: Scroll down to the section you'd like to edit (usually just address, phone # or email). When you make the changes click Save

United States ▾

Address Line 1

123 Ward Street

Address Line 2

Address Line 3

City

Larkspur

State / Territory

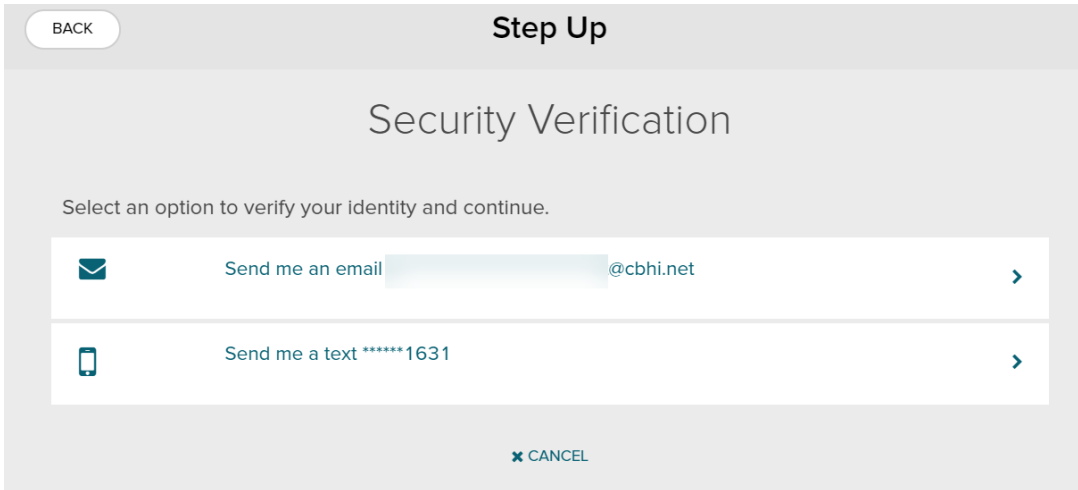
CA - California ▾

Zip Code ⓘ

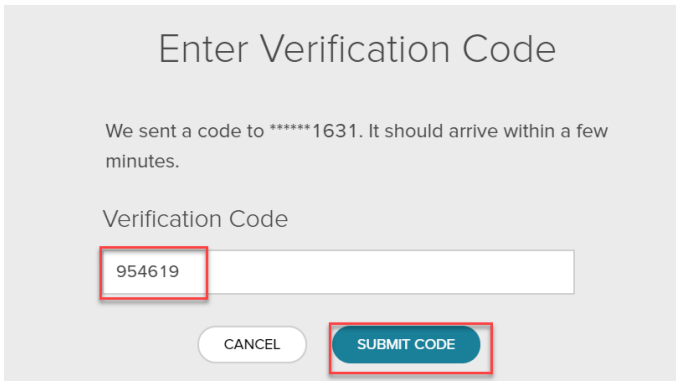
94939

CANCEL SAVE

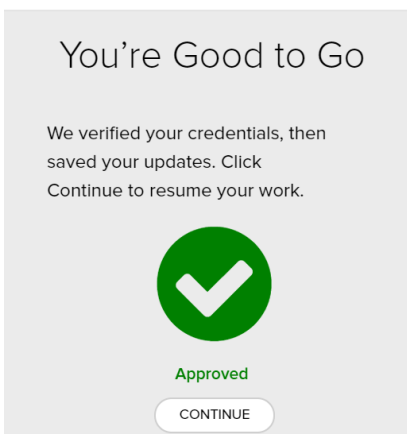
Step 8: This will prompt a Security verification and if you have more than 1 option you can select which method you'd prefer:



Step 8: Enter the **verification code** when prompted from the method chosen and select "Submit Code"



Step 9: You'll receive a confirmation screen.



Please remember to logout of ADP at the top right of the screen when you are finished.

