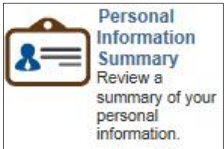


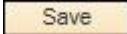




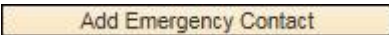





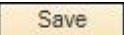


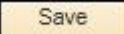


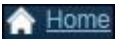


Viewing & Updating Personal Information

Step	Action
1.	Click the Personal Information Summary link. 
2.	Use the Personal Information Summary page to view and update personal information such as: <ul style="list-style-type: none"> • Address • Phone Number • Emergency Contacts • Email Address
3.	Click the Change Home/Mailing Addresses button. 
4.	NOTE: Once you update your Home Address you must submit a W-4 form with the state. http://www.irs.gov/ (http://www.irs.gov/) <ul style="list-style-type: none"> • W-4 Forms – to change Central Payroll’s records. There are different forms based on your residency. Please make sure if you live in Washington DC or West Virginia that you are completing the correct form. Note that Central Payroll will no longer accept the Payroll Address Change form. You must complete a new W-4 <i>in its entirety</i>. • Health benefits name/address change form – update your benefits information with Department of Budget and Management (DBM) Benefits unit.
5.	You have the ability to add a new address or edit an existing address.
6.	Click the Edit button to edit the current home address. 
7.	Click in the Address 1 field.
8.	Press [Backspace] to delete the current address information.
9.	Enter the new street address into the Address 1 field.
10.	Click the Save button. 
11.	Click the OK button. 
12.	Notice the address reflects the changes that were just entered.
13.	Click the Address Type drop-down list. 
14.	Click the Mail list item. 
15.	Click the Add button. 
16.	Click in the Address 1 field.
17.	Enter a new address for a Mailing Address into the Address 1 field.

Step	Action
18.	Click in the City field. <input type="text"/>
19.	Enter City/Town name into the City field.
20.	Click in the State field. <input type="text"/>
21.	Enter " MD " into the State field.
22.	Click in the Postal field (i.e., Zip Code). <input type="text"/>
23.	Enter correct values into the Postal field.
24.	Click the Save button. <input type="button" value="Save"/>
25.	Note the message indicating the update was successful.
26.	Click the OK button. <input type="button" value="OK"/>
27.	Notice you have updated an existing address and added a mailing address.
28.	Click the Return to Personal Information link. Return to Personal Information
29.	Click the Vertical Scrollbar on the right side of the screen to scroll down the page.
30.	Click the Change Email Addresses button. <input type="button" value="Change Email Addresses"/> Note: Business email address cannot be updated.
31.	Click the Add Email Address button. <input type="button" value="Add Email Address"/>
32.	Click the Email Type drop-down list. <input type="text" value=""/>
33.	Click the Home list item. <input type="button" value="Home"/>
34.	Click in the Email Address field. <input type="text"/>
35.	Enter a valid email address (e.g. Enter ben.affleck@email.com) into the Email Address field.
36.	Click the Save button. <input type="button" value="Save"/>
37.	Click the OK button. <input type="button" value="OK"/>
38.	Click the Return to Personal Information link. Return to Personal Information
39.	Click the Vertical Scrollbar to scroll down the page.
40.	Click the Change Emergency Contacts button. <input type="button" value="Change Emergency Contacts"/>

Step	Action
41.	Click the Add Emergency Contact button. 
42.	Click in the Contact Name field. 
43.	Enter the full name of the new Emergency Contact into the Contact Name field.
44.	Click the Relationship to Employee drop-down list.  For example, if the new contact is your spouse, click the Spouse list item. 
45.	Click the Contact has the same address as the employee option. 
46.	Click in the Telephone field. 
47.	Enter the full phone number, including Area Code, into the Telephone field.
48.	Click the Save button. 
49.	Click the OK button. Notice This person has been added as an emergency contact. 
50.	Click the Primary Contact option. Note: You can only have one Primary Contact. 
51.	Click the Save button. 
52.	Click the OK button. 
53.	Click the Return to Personal Information link. 
62.	The changes made to your address, emergency contacts, email address, and ethnic groups are now reflected in your Personal Information Summary.
63.	Click the Vertical Scrollbar to scroll down the page.
64.	View the details to ensure the updates are complete and accurate.
65.	You have completed updating your personal information. Click the Home link. 
66.	Click the Sign out link. 