

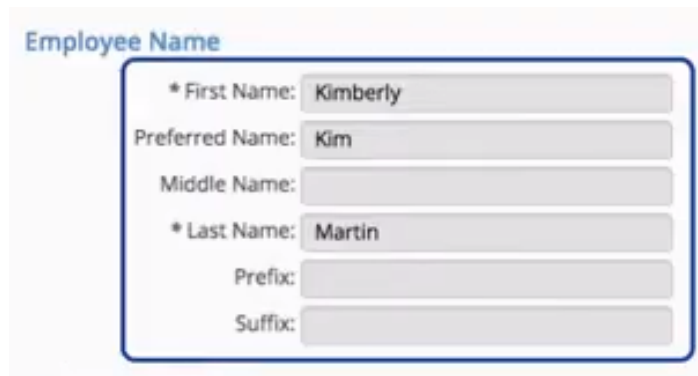
Updating Your Contact Information



Once you're logged in to iSolved, navigate to Employee Self Service>Contact Information



Employee Name cannot be changed via self service. If you have a correction or legal name change, contact your manager.



Employee Name

* First Name:	Kimberly
Preferred Name:	Kim
Middle Name:	
* Last Name:	Martin
Prefix:	
Suffix:	

Under **Employee Address** and **Contact Information**, you can enter a new address, phone number, and/or email.

Note that if you update your email here, it will NOT update your employee self service email/username. To change that, contact your manager

When you're finished, click "Save" in the upper right corner

