

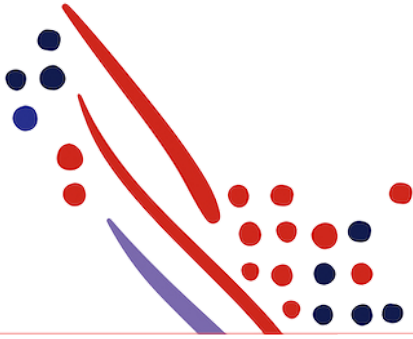


Guide

# Updating Your Contact Information and Security Questions

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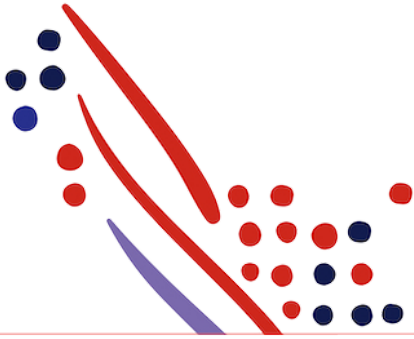
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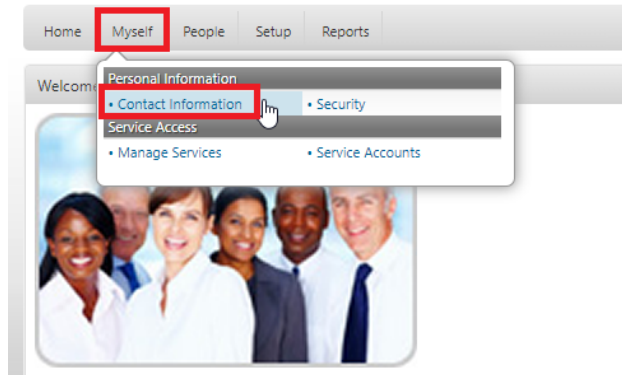
# Updating Your Contact Information

## How To Update Your Personal Contact Information

You can update your personal contact information (email, mobile) using the ADP Identity Management System.

Go to [ADP's identity management system](#) to manage your account.

1. Log in as yourself, then select **Myself -> Contact information**.



2. Then, under the **"Contact Information"** tab, update the **Contact Email** and **Mobile Phone Numbers** fields, and click the checkbox to provide consent to send texts about your account. Click **"Save"** to save the details. **Note: This must be a valid mobile number. It will be used for 2-Factor Authentication (2FA) to send you a verification code.**

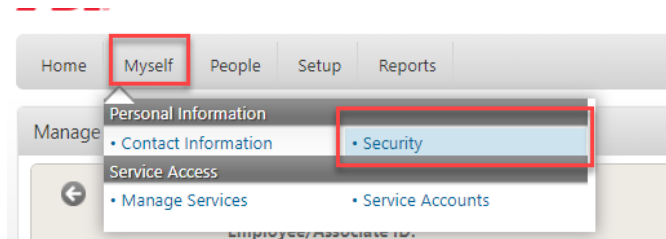
# Updating Your Security Questions

## Update Security Questions

You can update your security challenge questions using the ADP Identity Management System.

Go to [ADP's identity management system](#) to manage your account.

1. Once logged in Select the menu **Myself -> Security**



3. Then, select the option **"Security Questions"** and update all three challenge questions and answers. Click **"Submit"** to save the updates.

A screenshot of the 'Select Security Questions and Answers' form in the ADP Identity Management System. The 'Security Questions' tab is highlighted with a red rectangular box. The form contains three questions and their corresponding answers, each with a dropdown menu for the question and a text input for the answer. A red box highlights the entire form area. The form includes a 'Submit' button and a 'Reset' link. The text 'Important: Answers must be at least 2 alphanumeric characters long and are not case sensitive. Be sure to choose answers you can remember.' is displayed above the questions.