

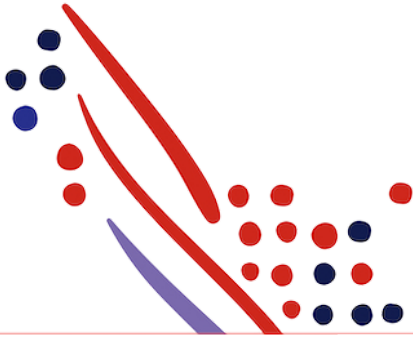
Chapter 1

Updating Your Contact Information

from Updating Your Contact Information and Security Questions Guide

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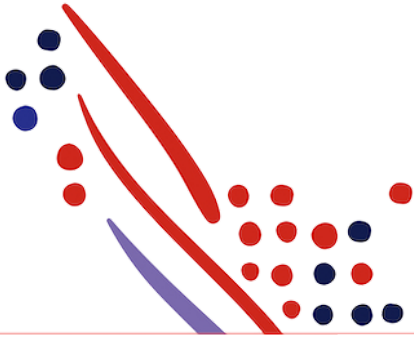
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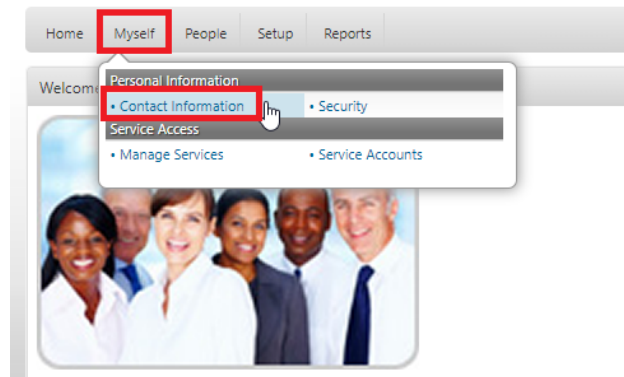
Updating Your Contact Information

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.**