


Quick Reference Guide: *Contact Change***Keep in mind**

- You can also enter an email address or a website in your Contact information.
- Remember to specify the type of phone number (mobile, pager, etc.)
- Street addresses cannot contain **any** punctuation, including periods.

Information Needed



- Complete street address
- Complete phone number

Steps:

1. From the **Home Page**, click on the **View All Apps** link (in the Quick Tasks section.) Click on the **Personal Information** app.
2. Select **Contact Information** from the “Change” section on the left.
3. Click on the **Edit Icon**  to change your contact information.



If an address is listed as “Shared With” a person on this page, you will **not** be able to change this through the Contact Change process. This automatically shows everyone (beneficiaries, dependents, etc.) who has the same address set as their home address. To update this, you will need to edit the beneficiary, dependent, etc. to change their contact information.



4. Click on the **Edit Icon**  in the **Primary Address** section. Use the **Prompt Icon**  to select the **Country** you live in.
5. Enter the **Address**, **City**, **State**, and **Postal Code** in the corresponding text fields. Do not include any punctuation (periods, commas, dashes, etc.) **at all** in these text fields.



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If you have entered **any punctuation at all** in the text fields of an address, you will not be able to submit the task.

- For street directions, use “N” or “North” instead of “N.”
- For street abbreviations, use “St” or “Street” instead of “St.”
- For apartment numbers, use “1” instead of “#1” or “No. 1”

6. If you are currently working from home, select “Work from Home” in the **Usage** field and enter the appropriate **Number of Days Per Week**. You do not need to enter any other usage types. When finished, click outside the Address section to move on.

7. Click on the **Edit Icon**  in the **Primary Phone** section. Use the **Dropdown Icon**  to select the **Phone Device** type and enter the **Phone Number** in the text field. When finished, click outside the Phone section to move on.

8. Click the **Add Icon**  in any of the rows to add additional information and click the **Edit Icon**  in rows with existing details to change the information.



Your **Business Location** and **Primary Work Address** cannot be edited; this information reflects your work location. If this is incorrect, please contact your local HR department to have it updated.



Your **Primary Work Email** will always default to your @uchicago.edu email address. Any changes to this field will be automatically overwritten. Please enter any additional work emails (such as @bsd.uchicago.edu or @chicagobooth.edu addresses) in the **Additional Email** section under **Work Contact Information**.

9. Click on the **Submit Icon**  to submit this task.

10. You will receive a message indicating you have successfully submitted the task. Approval from your HR Partner and/or Payroll may be required to complete the process.