With ADP® Employee Access®, you have the power to update your personal info whenever you want to.

Drofile

- 1 Go to my.adp.com and sign in.
- 2 In the upper-right corner of the screen, click your image and select Profile.

4 Review your information. If there's anything you want to change, click Edit, make the change, and click Save.

If you're a contractor, you can change your address and home phone number.

If you change your address, you have the option to click Validate to check that the address is valid, provide suggestions, and correct misenallinge

he Personal Info tile, click View	•	The information below is stored in your person	nnel records and is not shared with the general	employee population.
rsonal Info				
890 Drake Road		Name	Kevin Cuningham	
V 890 Drake Road Oakwood, OH 44146		Address	LEGAL ADDRESS	
US			890 Drake Road	& EDIT
			Oakwood, OH 44146	
(440) 555-1234			US	
(440) 555-2345		Contact	EMAIL	
			kevin@emerald.net	🖋 EDIT 🍵 DELETE
kevin@emerald.net			HOME	
			(440) 555-1234	🖋 EDIT 💼 DELETE
I VIEW			MOBILE	
			(440) 555-2345	🖋 EDIT 💼 DELETE
		Bio	TAX ID / SOCIAL SECURITY NUMBER	
Dereanal Info page clides in free	n the right		XXX-XX-XXXX Reveal	
Personal Info page slides in fro	n the light.		DATE OF BIRTH	
			XXXXX Reveal	🖋 EDIT

For your security, you must contact your employer if you need to update your Social Security Number.

Notifications: When your personal information is changed in Employee Access, you and your employer will get an email confirmation. If you get an email confirming that changes were made and you didn't make them, speak to your employer right away.