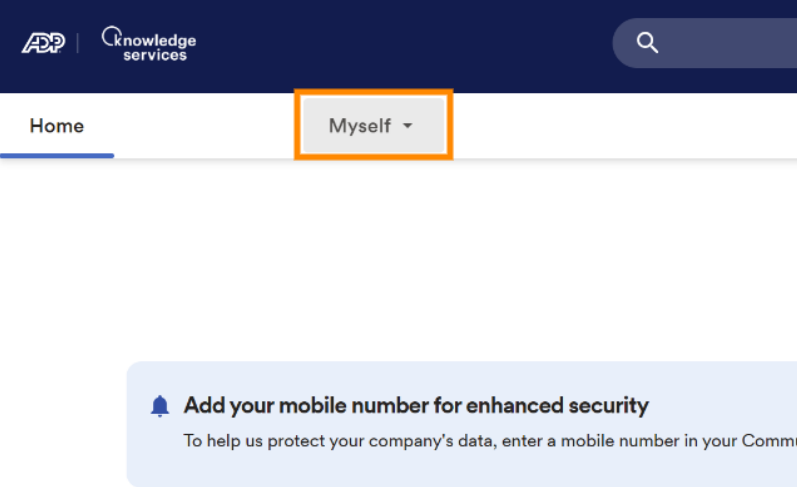
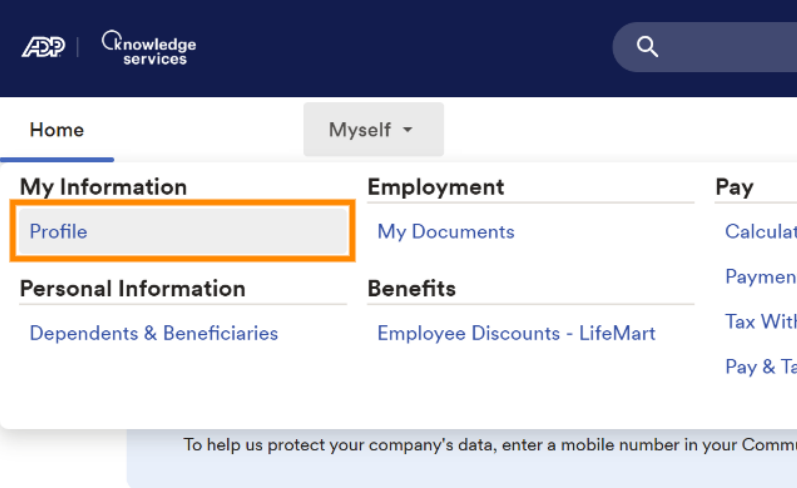
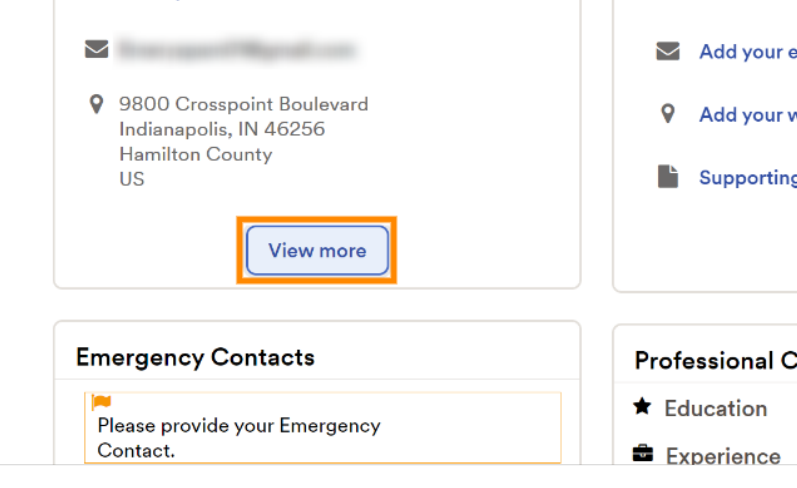


ADP - Update Your Personal Information

<p>1</p> <p>To Update Your Personal Information in ADP, first click the Myself tab from the top toolbar.</p>	 <p>The screenshot shows the top toolbar of the ADP Knowledge Services portal. The 'Myself' tab is highlighted with an orange box. A search bar is visible on the right. Below the toolbar, the 'Home' tab is selected, and a notification banner prompts the user to add a mobile number for enhanced security.</p>
<p>2</p> <p>Click Profile.</p>	 <p>The screenshot shows the 'Myself' dropdown menu. The 'Profile' option is highlighted with an orange box. Other options include 'My Documents', 'Calculat', 'Payment', 'Tax With', and 'Pay & Ta'. Below the menu, a notification banner prompts the user to add a mobile number for enhanced security.</p>
<p>3</p> <p>Scroll down to the Personal Info tile and click View More.</p>	 <p>The screenshot shows the 'Personal Information' tile. The 'View more' button is highlighted with an orange box. The tile displays the user's address: 9800 Crosspoint Boulevard, Indianapolis, IN 46256, Hamilton County, US. To the right, there are links to 'Add your e', 'Add your w', and 'Supporting'. Below the tile, there is an 'Emergency Contacts' section with a prompt to provide an emergency contact, and a 'Professional C' section with links for 'Education' and 'Experience'.</p>

| ADP - Update Your Personal Information



For this example, we will make a change to our address. Scroll down to the **Address** section and make the necessary changes.

4

[← Back](#) **Personal Info**

Address

Address Line 1, City, State/Province and Zip Code/Postal Code are required

LEGAL ADDRESS

Country

United States

Address Line 1

9800 Crosspoint Boulevard

City

Indianapolis

State / Territory

IN - Indiana

Zip Code

46256

County

Hamilton County

[+ Add Address](#)

Save



Once all of your changes have been made, click **Save** at the bottom.

5

Save


ADP - Update Your Personal Information

6




Other **Personal** and **Work Info** can be edited from your Personal Profile.


NOTE: Some changes will require additional documentation or approval, such as name changes.


Rossey Emery 


ASSOCIATE ID :
POSITION ID:

 [VIEW ORG CHART](#)

Personal Info


 [Add your mobile number](#)


 [Add your email](#)


 9800 Crosspoint Boulevard
Indianapolis, IN 46256
Hamilton County
US


[View more](#)

Work Info


 [Add your mobile number](#)

 [Add your email](#)


 [Add your work location](#)


 [Supporting Documents](#)

Emergency Contacts

 Please provide your Emergency Contact.

Professional C

 [Education](#)

 [Experience](#)

| ADP - Update Your Personal Information

7



And that's it! You've Updated Your Personal Information on ADP.

Rossey Emery

ASSOCIATE ID :
POSITION ID:

VIEW ORG CHART

Personal Info

Add your mobile number

[Redacted email address]

9800 Crosspoint Boulevard
Indianapolis, IN 46256
Hamilton County
US

[View more](#)

Work Info

Add your m

Add your e

Add your w

Supporting

Emergency Contacts

Please provide your Emergency Contact.

Professional C

★ Education

Experience



Scan to go to the interactive player