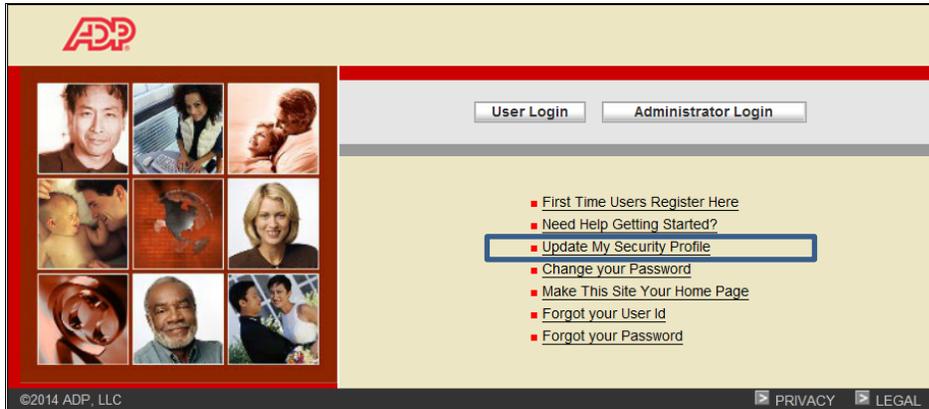
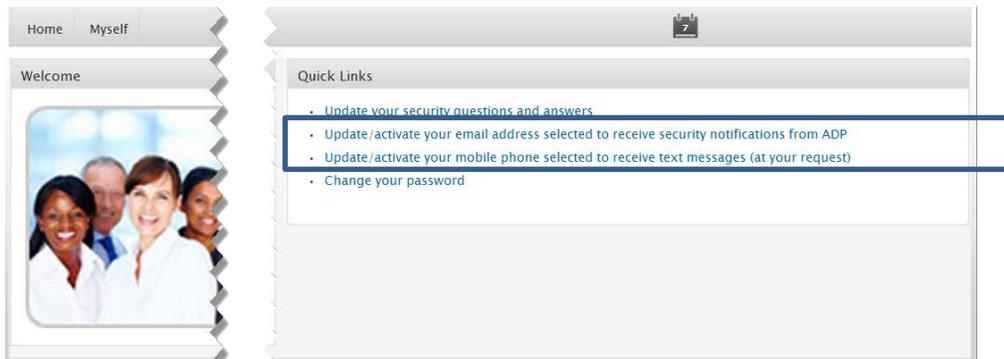


# Adding or Changing Notification Information in ESS

1. Click **Update My Security Profile**



2. Enter User ID and passwords as prompted.
3. When screen below appears, select option you wish to change.



4. Update information as needed. Click Save.

The screenshot shows the 'Contact Information' form. It has two tabs: 'Contact Information' and 'Activate Email/Mobile'. The 'Contact Information' tab is active. The form asks to 'Update your contact information to receive communications from your organization and/or ADP.' There are two rows for 'Contact Email:'. The first row has 'Personal' selected and the email 'kristin.jinoudiek@pima.gov'. The second row has 'Work' selected and the email 'kristin.jinoudiek@pima.gov'. To the right of these rows are two radio buttons: 'Use for Notifications' (unchecked) and 'Use for Notifications' (checked). Below this is a note: 'If you forget your login information, ADP can send you a text message with your temporary password and/or user ID. ADP does not charge for this service, but standard text and data charges might apply from your mobile phone carrier.' There is a link for 'Terms and Conditions'. Below that are fields for 'Phone Numbers:' with a dropdown for 'Work', a country dropdown for 'United States +1', and an 'Ext' field. There are also fields for 'Mobile Phone Numbers:' with a dropdown for 'Personal Mobile', a country dropdown for 'United States +1', and a phone number field containing '520-300-9835'. To the right of these fields is a checked checkbox: 'I authorize ADP to send my login information to this phone at my request.' At the bottom left are 'Save' and 'Reset' buttons.