

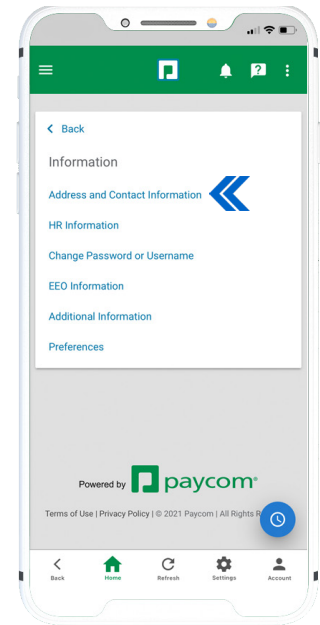
# Show Me How

to Update My Contact Information

## EMPLOYEE SELF-SERVICE®

### STEP 1

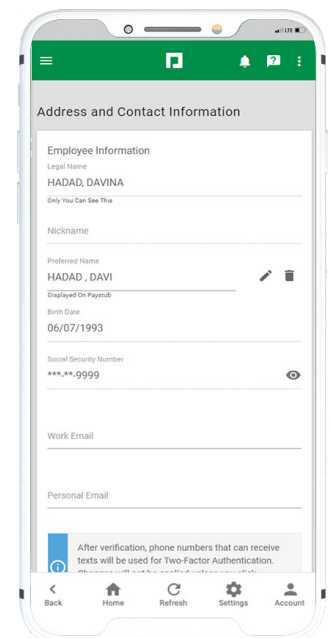
Log in to the Paycom app. From Employee Self-Service, tap "Information," then "Address and Contact Information."



### STEP 2

On this screen, make any necessary updates to your email, phone number, address and emergency contact information.

Enter your email address and tap "Update."



# Show Me How

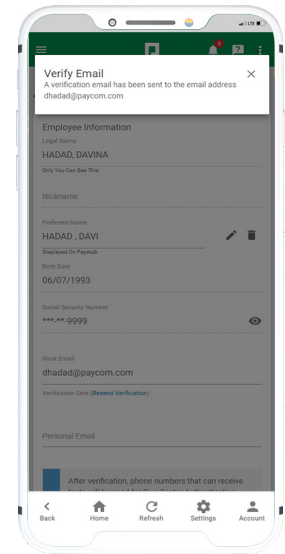
to Update My Contact Information

## EMPLOYEE SELF-SERVICE®

### STEP 3

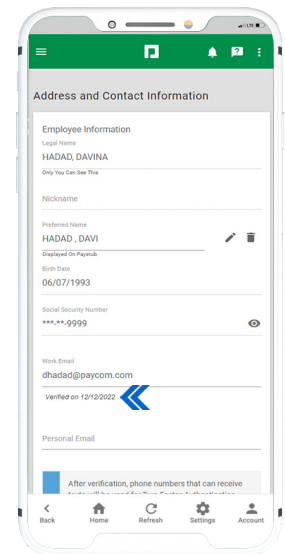
Check your email and follow the prompt to verify your email address.

*Should you need to resend the verification, tap the "Resend Verification" link below the email address.*



### STEP 4

Once you verify your email address, the date of verification displays under the email address.



### HELPFUL TIPS

Click "Verify Phone" to confirm your phone number so you can receive notifications through Employee Self-Service®.