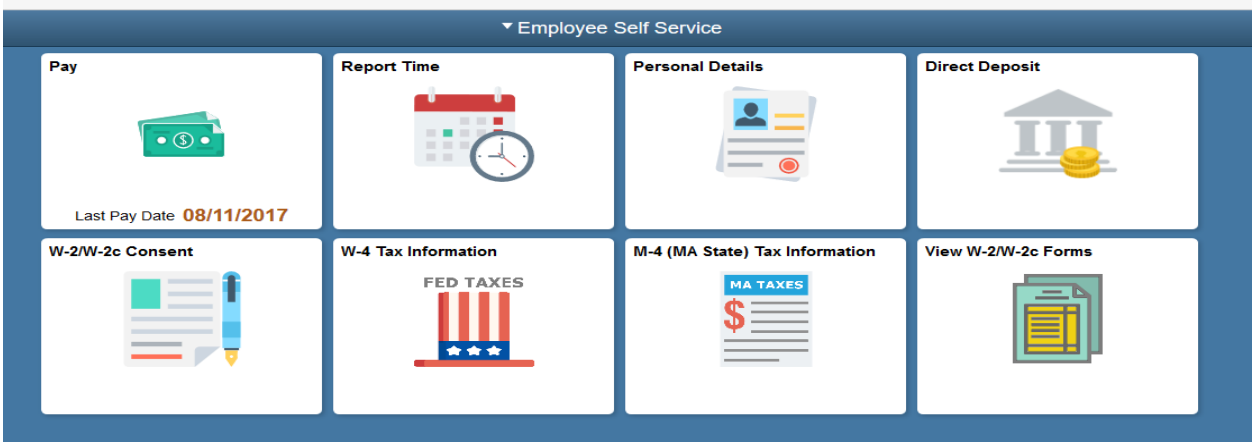


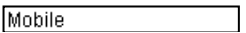
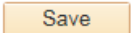


## Maintaining Personal Phone Numbers

1.	<p>Click on the “Personal Details” tile</p> 
2.	Click the <b>Contact Details</b> link.
3.	Use the <b>Contact Details</b> page to view, add, update, and delete phone numbers.
4.	<p>You can modify existing rows by clicking on the phone number to be changed, updating the fields and clicking the Save button.</p> <p><i>Note:</i> Business phone numbers cannot be changed using Employee Self Service.</p>
5.	<p>To add a new phone number, click the <b>Plus sign icon</b></p> 
6.	<p>Use the <b>Phone Type</b> list to select the type of phone number you will be entering.</p> <p>Click the <b>Phone Type</b> list.</p> 
7.	<p>Click the <b>Mobile</b> list item.</p> 
8.	<p>Enter the desired information into the <b>Telephone</b> field.</p> <p>Enter a valid value e.g. "<b>978/444-7890</b>".</p>
9.	<p>Click the <b>Save</b> button.</p> 
10.	Review the change you've made.
11.	<p>Congratulations! You've successfully added a phone number to your personal information.</p> <p><b>End of Procedure.</b></p>