**Accessing the Personal Information Menu**

To access the Personal Information Menu, perform these steps:

**Instructions**

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.

**Viewing and Updating Addresses and Phones**

To view Addresses and Phones, perform these steps:

**Instructions**

1. On the Personal Information Menu, click View Addresses and Phones. The View Addresses and Phones page appears.
To update Addresses and Phones, perform these steps:

**Instructions**

1. On the Addresses and Phones page, click the Update Addresses and Phones link at the bottom of the page.

2. On the Update Addresses and Phones-Select Address page, click the Current link.
3. On the **Update Addresses and Phones-Update/Insert** page, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information.

4. Click **Submit**. The **Update Addresses and Phones-Select Address** page appears, displaying the current information changes.