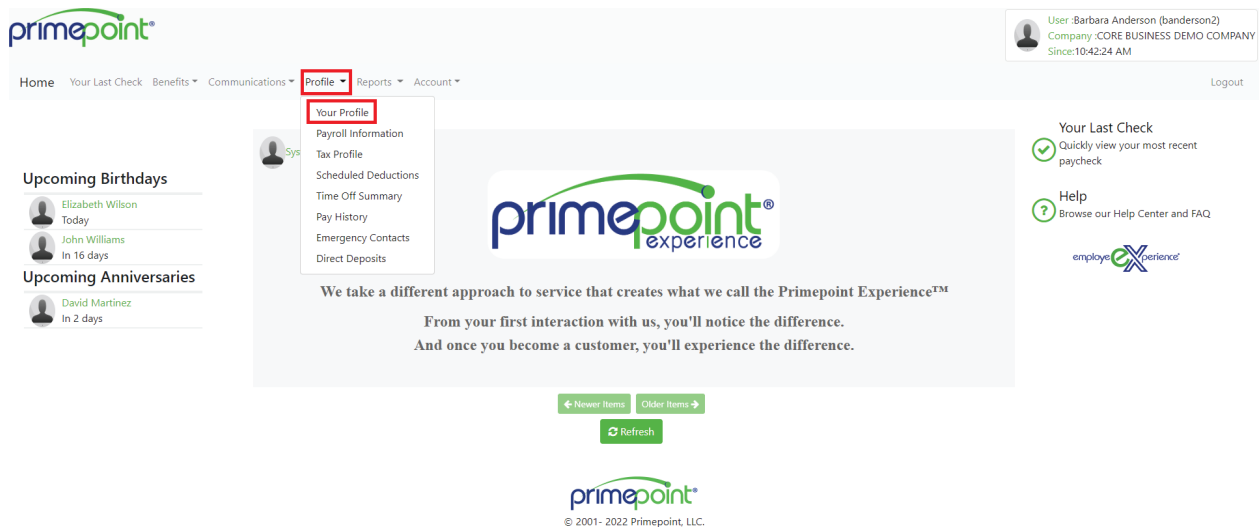


## HELP CENTER

How to request a change to your employee profile (desktop):

1. Log into your EmployeeXperience Account
2. Once logged in, Click "Profile" at the top of the screen
3. On the drop-down menu, select "Your Profile"



4. Scroll down and click on the green button labeled "Request a change to this information." If you do not see this option, please contact your employer to have your profile updated.

### Your Employee Profile

**Id:**

Employee Id 000012

**Your Information:**

First Name: Barbara

Middle Name:

Last Name: Anderson

Home Address1: 807 Hill Road

Home Address2:

Home City: Mount Holly

State/Province: NJ

Home Zip: 08060

Home Country:

Birthday: 03-31-1999

Sex: Female

Ssn: \*\*\*-\*\*-808 [Confirm SSN](#)

Home Phone:

Cell Phone:

Personal Email:

[Request a change to this information](#)

5. Once you have your employee profile up, you can see your current values on the left under "Current Value" and can add new information under the right side of the screen labeled "Requested Change"

6. Once you are done typing in your new and updated information, click the green "Save" button at the bottom of the page.

7. You're all done!