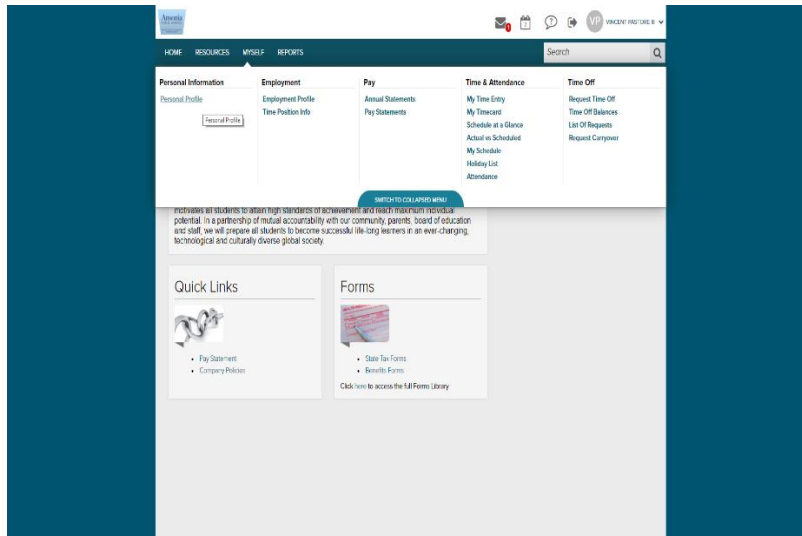


## How to change your email and personal info in ADP

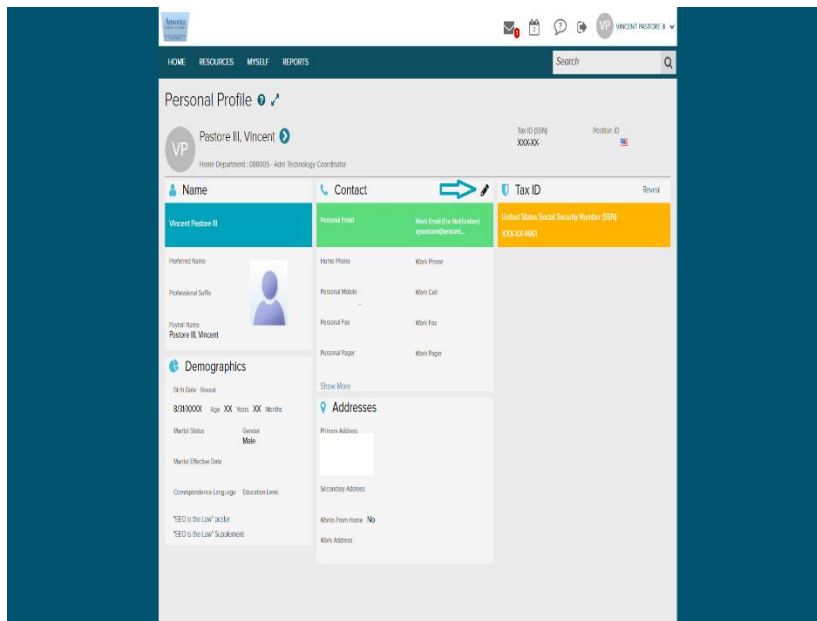
If you need to change or add personal information, such as phone numbers and email addresses, simply go to the employee portal and log in. You can get to the ADP portal from the Ansonia website under employee resources or by using this link:

<https://workforcenow.adp.com/public/index.htm>

Once you've logged in the home page will be displayed. Click on "Myself" on the home page and you will see the following:



Under personal information click on "Personal Profile" to access your information:



You can edit the information in each area by clicking on the pencil icon in the upper right corner of each section. Click on the pencil in the “Contact” box to edit your personal and work related contact info:

The image shows a 'Contact' form with two main sections: 'Personal' and 'Work'. Each section has a 'Numbers are outside the U.S. and Canada' checkbox. The 'Personal' section includes fields for Home Phone, Personal Fax, Personal Mobile, Personal Pager, and Personal Email. The 'Work' section includes fields for Work Phone, Work Fax, Work Cell, Work Pager, Work Email, and Work Mail Stop. Red arrows point to the 'Personal Email' field, the 'Work Email' field, and the 'Save' button. The 'Save' button is a blue button with a white pencil icon and the text 'SAVE'.

Make any changes or additions you need on this screen. If you need to change or add an email address click on those fields and enter your information. Once you are done entering click on the “Save” button to save your changes.