

### Access Your Worker Profile Page

1. Click your **Profile Icon** > **View Profile**. Your Worker Profile page displays.



Note: All instructions in this job aid start from the Worker Profile page.

### Add or Change Your Contact Information


1. Click the **Contact** tab. The Contact link is selected.
2. Click **Edit**. Enter or modify any information.
3. Click **Submit**.

### Add or Change Emergency Contacts

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** link.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

### Modify Your Personal Information


1. Click the **Personal** tab. The Personal Information link is selected.
2. Click **Edit**.

3. Click the **Edit** icon  to change existing information, or the **Add** button to add new information. You can also click in a field to edit.
4. Click **Submit**.


### View Your Identity Paperwork

1. Click the **Personal** tab.
2. Click the **IDs** link. You cannot make changes to this information; you can only view it.

### Change Your Legal Name

1. Click your **Related Actions** .
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** to submit proof of name change or **Done** to submit later.
6. Click **Done**.

### Change Your Preferred Name

1. Click your **Related Actions** .
2. Select **Personal Data** > **Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information, including the effective date.

5. Click **Submit > Done**.

### Add or Change Your Photo

1. Click your **Related Actions > Personal Data > Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your desktop. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click **OK > Submit**.
4. HR approval is required before the change takes effect.



Note: The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif.

### View Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, etc.

1. Click the **Job** tab.
2. Click the **Worker History** link. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

### Manage Professional Profile Information

1. Click the **Professional Profile** link.
2. Click the **+Add** button next to a section .
3. Add your own information including your experience, education, skills, and projects.
4. Click **Submit > Done**.