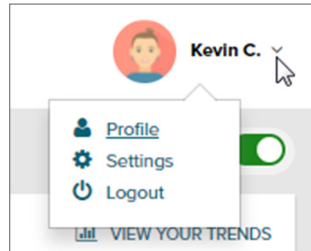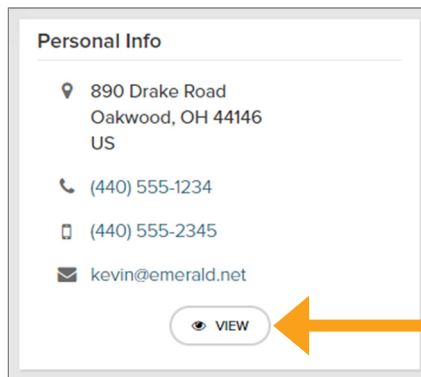# Viewing & Updating Your Personal Info

In Employee Access, you have the power to update your personal info, whenever you want to.

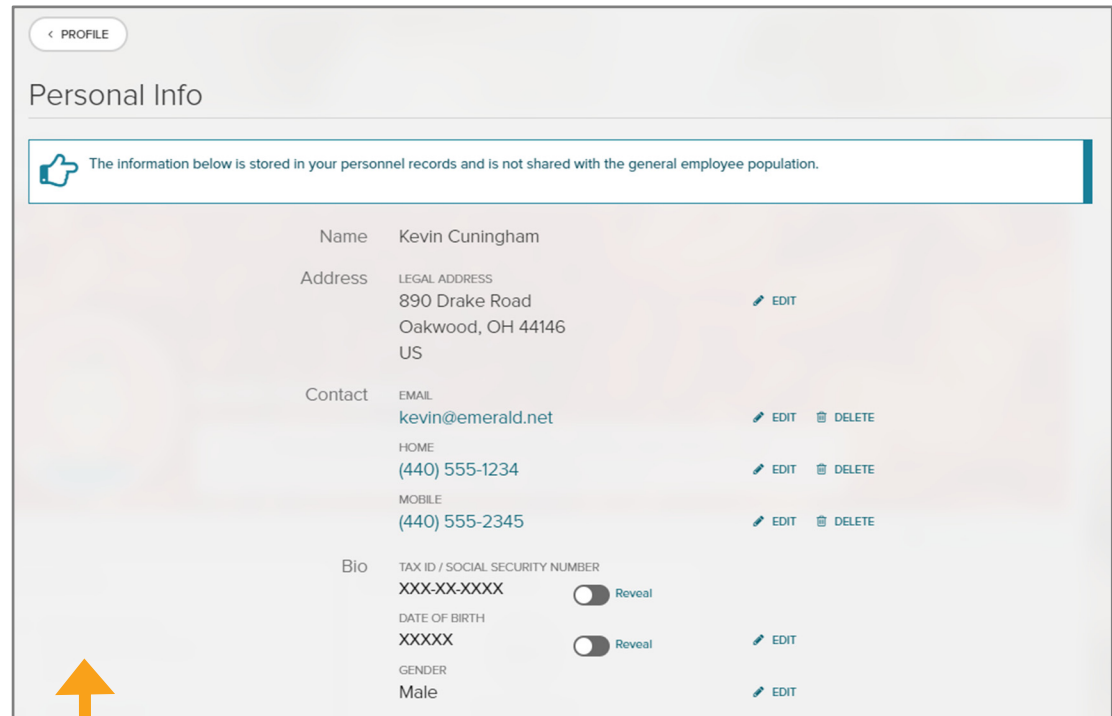**1** Go to myaccess.adp.com and sign in.

2 In the upper-right corner of the screen, click ∨ next to your name and click **Profile**.

3 On the Personal Info tile, click **View**.

The Personal Info page slides in from the right.

4 Review your information. If there's anything you want to change, click **Edit**, make the change, and click **Save**.

If you're a contractor, you can change your address and home phone number.

If you change your address, you have the option to click **Validate** to check that the address is valid, provide suggestions, and correct misspellings.

For your security, you must contact your employer if you need to update your Social Security Number.

Notifications: When your personal information is changed in Employee Access, you and your employer will get an email confirmation. If you get an email confirming that changes were made and you didn't make them, speak to your employer right away.