

https://ease.arkansas.gov/ Update User Information (EASE)

Purpose: Use this job aid to update your work email address and phone number using EASE from your desktop, laptop or mobile device. <u>IMPORTANT:</u> This information is used to support critical business processes.

An AASIS ID and password are required to proceed.

=								
	Employee Self Se	Employee Self Services						
	My Timesheet Manage Working Time	My Leave Requests Manage Leave Requests	My Paystubs View Paystubs	My Benefits Display Benefit Plans	People Profile Addresses & Emergency	Quota Overview View Leave Balances		
	Ð	<u>11</u>	≗ ≦	Reading Plans	1	<u>11</u>		
	W2 Enrollment Elect for Online W2	Online W2 ViewiPrint Online W2	Update User Information Update Email & Phone	Change Password	Learning			
	5 x	5		â	1			

1. Click the Update User Information tile.

đi	
	Update User Information
	The AASIS Service Center best serves its community of users by maintaining up-to-date and accutate information, including basic contact information. Therefore, AASIS periodically verifies current work telephone numbers and work email addresses for each AASIS user. Please take a moment to review your information below.
	Updatable Fields Work Phone Number 1999-999-9999 2a
	Work Fize Number
	Work Einell Address MAXINE WOODgDFA ARKANSAS 00V 2b address. Security Questions
	Select your security question 2c&d
	Save

- 2. Complete the following fields:
 - a. Work Phone Number Type your updated work phone number
 - b. Work Email Address Type your updated Business Email Address.
 - c. Select your security question Click the drop down to choose a familiar question.
 - d. Answer Type an answer to the question you chose.
- 3. Click the Save button.

5

舌

4. "Successfully updated" message displays. Click the **OK** button.

Election for Online W-2/W-2c

5. Click the **Home** button to exit the **Update User Information** application.

