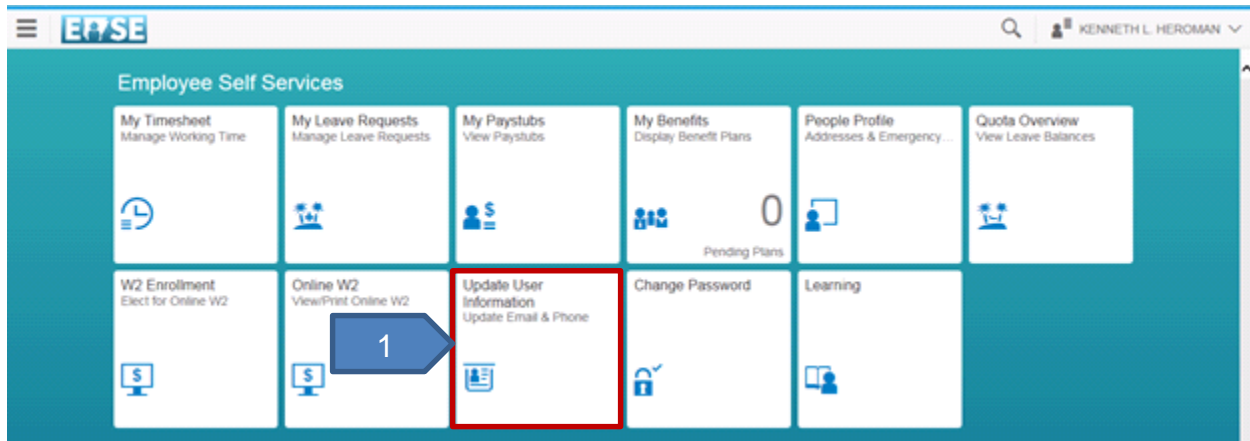Purpose: Use this job aid to update your work email address and phone number using EASE from your desktop, laptop or mobile device. <u>IMPORTANT:</u> This information is used to support critical business processes.
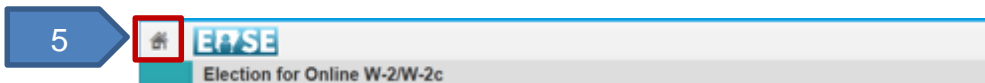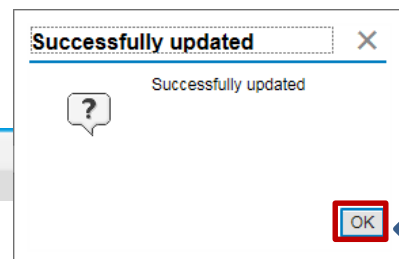
An AASIS ID and password are required to proceed.

1. Click the **Update User Information** tile.

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

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