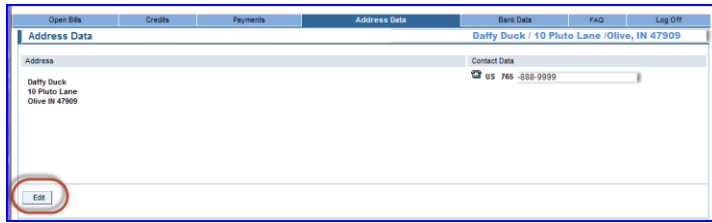


**How do I change/update my contact information?**

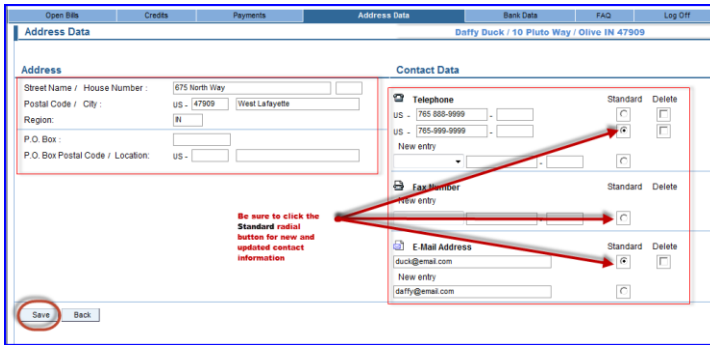
A. Choose **Address Data** from the menu bar

1. Click on **Edit** to update or change contact information



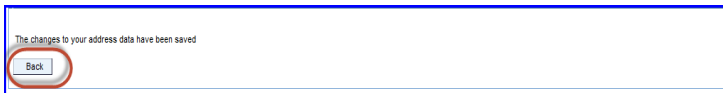
2. Update/change appropriate contact information

- a) Highlight that data in the appropriate field
- b) Enter new or updated **Address Data**
- c) Enter new or updated **Contact Data**
  - 1) Be sure to click **Standard** when new data is entered
- d) Click **Save** to update contact information



e) Confirmation message **The changes to your data have been saved**

1) Click **Back** to return to address data



f) Address Data should now be updated

