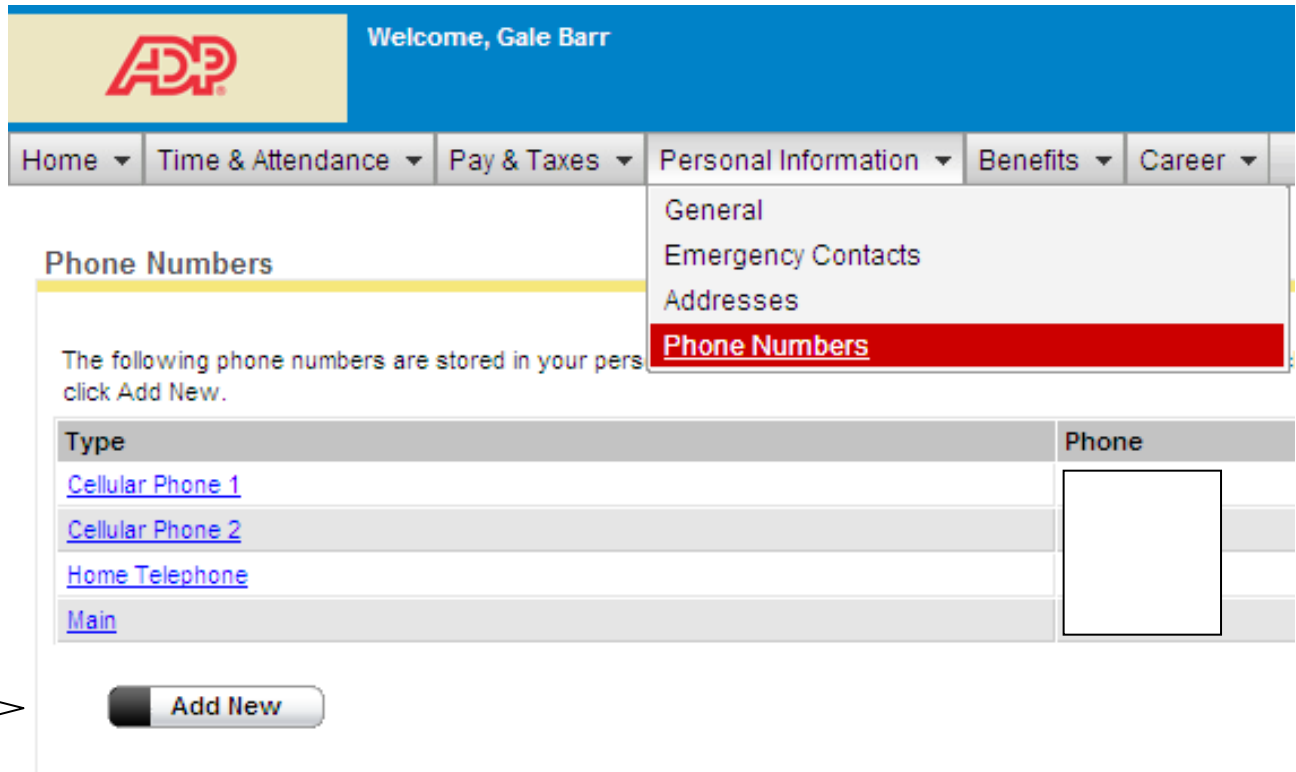


Changing Your Phone Number(s)

1. Log into the ADP Self Service Portal, the Self Service page will display. Select Personal Information from the menu bar.



The screenshot shows the ADP Self Service Portal interface. At the top, there is a blue header with the ADP logo and the text "Welcome, Gale Barr". Below the header is a navigation menu with options: Home, Time & Attendance, Pay & Taxes, Personal Information, Benefits, and Career. The "Personal Information" menu is expanded, showing options: General, Emergency Contacts, Addresses, and Phone Numbers (which is highlighted in red). Below the menu, the "Phone Numbers" section is displayed. It contains the text: "The following phone numbers are stored in your pers click Add New." Below this text is a table with two columns: "Type" and "Phone". The table lists four phone types: Cellular Phone 1, Cellular Phone 2, Home Telephone, and Main. The "Phone" column for these entries is currently empty. At the bottom of the page, there is an "Add New" button. An arrow points to this button from the left side of the page.

Type	Phone
Cellular Phone 1	
Cellular Phone 2	
Home Telephone	
Main	

[Add New](#)

2. Select Phone Numbers from the drop down box. Click on Add New at the bottom of the page or click on the phone Type (example: [Home Telephone](#)) to make an edit.