

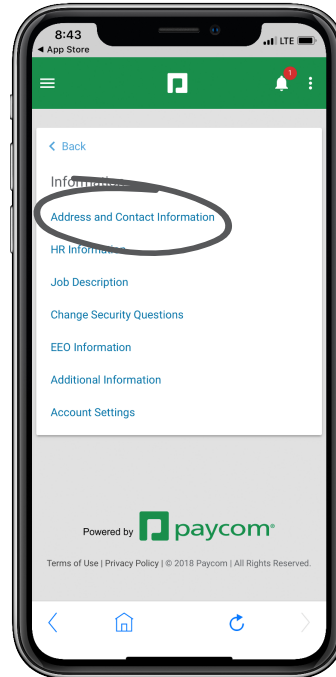
# SHOW ME HOW

to Update My Contact Information  
**My Information**



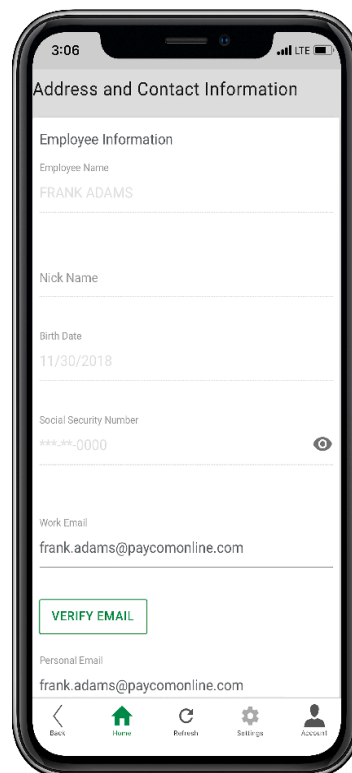
## STEP 1

Log in to the Paycom app.  
Navigate to Information >  
Address and Contact Information.



## STEP 2

Make any necessary updates to  
your email, phone, address and  
emergency contact information.



# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



# SHOW ME HOW

to Update My Contact Information  
**My Information**



## STEP 3

Click "Update" to save your changes.

