

How to Update an Employees Demographic Information

**1.**

Once you have logged into your account, select the **“Employees”** tab in the top navigation bar.

2.

In the **“Search Employee”** field, enter the employees name and click **“Search”** or manually search from the employee listing shown below.

3.

Once you find the employee, click on the **Employee Name**.

4.

If changing a last name or correcting a date of birth, update these fields and click **“Save.”**

5.

If updating an address, select **“Address”** from the top menu bar and click on the existing address.

6.

Make the appropriate updates and click **“Save.”**