

Self-Service: How to Update Your Personal Information & Pay Options



The General Process

1. Click on the **User** icon & select **View Profile**
2. Select a Portal and tab. This example uses **Personal Information**
3. Click **Edit** to open the editor & use the pencils to edit individual fields
4. Click **Submit** to save your changes

The Pay Portal: Important information on making changes to pay

Tax Elections (W-4)

1. Click **Update**
2. Review The Complete Federal Elections information & click **OK**
3. Make your changes
4. Select the **"I Agree"** box, then click **OK** to submit for approval

Payment Elections (Direct Deposit & Splitting Pay across Accounts)

1. **Add an Account:**
 - a. Click **Add** & complete the information, click **OK** to submit
2. **Payment Elections:**
 - a. Click **Edit**
 - b. Use the **Balance/Amount/Percent Column** to make your elections
 - c. Click **OK** to submit

Payment Elections 1 item

Order	Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
	United States of America	USD	Direct Deposit	THINK MUTUAL BANK	<input checked="" type="radio"/> Balance <input type="radio"/> Amount <input type="text" value="0.00"/> <input type="radio"/> Percent <input type="text" value="0"/>

QUICK TIPS! After making your elections, you need to choose "balance" to have the remainder of your pay sent to your chosen account.

Note:

There are some items which require approval from HR for your changes to take effect. You will receive a notification in your notifications menu when those are approved or if they are declined.

QUICK TIPS! Use the tabs at the top to select specific information within each portal.

Personal Information | Names | IDs | Documents

Edit

Personal

Gender	Female
Date of Birth	03/28/19
Age	42 years, 2 months, 0 days
Marital Status	Single (United States of America)
Hispanic or Latino	
Race/Ethnicity	White (United States of America)
Citizenship Status	(empty)