

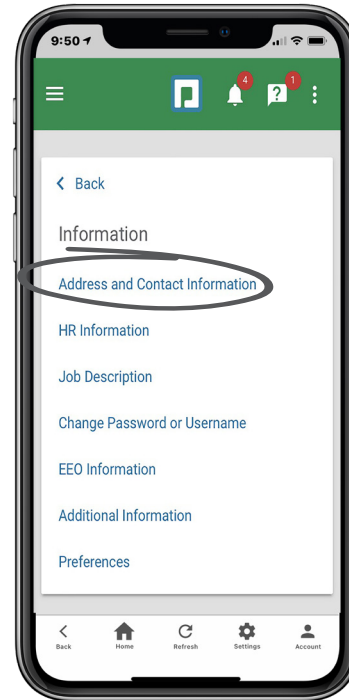
# SHOW ME HOW

to Verify My Phone Number  
Information



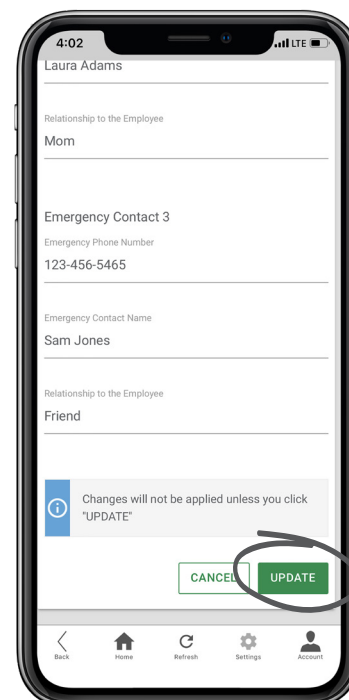
## STEP 1

Navigate to Information >  
Address and Contact Information.



## STEP 2

Enter the Phone Number  
and Phone Type (this must  
be a cell phone number).  
Then, scroll and click  
"Update."



# EMPLOYEES

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



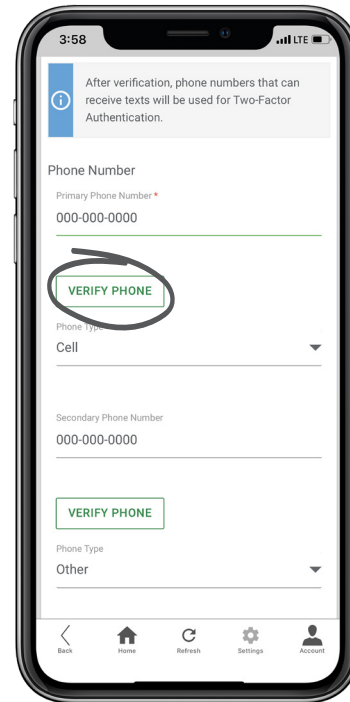
# SHOW ME HOW

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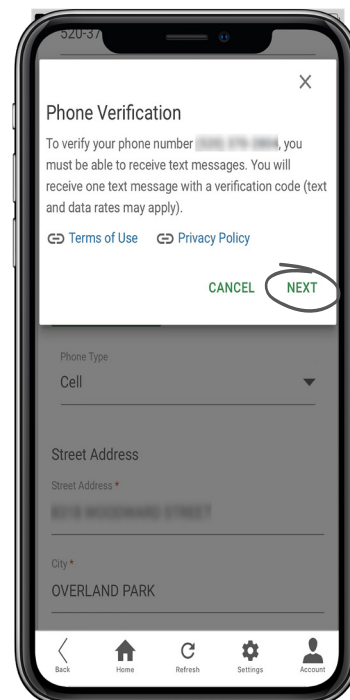
## STEP 3

Click "Verify Phone."



## STEP 4

The Terms of Use and Privacy Policy will display. After reading, click "Next."



# EMPLOYEES

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# SHOW ME HOW

## to Verify My Phone Number Information



### STEP 5

A verification screen will appear. Do not navigate from this screen until the verification number has been entered. Then, click "Verify."

Once complete, the date of verification will display under the phone number.

