Managing Your Personal Information

(updating your contact Information)

Update Your Contact Information and Language: You can change your contact information and language in the system. Program administrators use this information to contact cardholders. In addition, we may use the contact information (especially the email address) to send you updates regarding Access Online.

Note: Changing your contact information in Access Online does not change your statement contact information or how your name displays in Access Online. To change your statement address or how your name displays in Access Online, please contact your Program Administrator.

2 Click the **Contact Information** link in the *Left-Column Navigation Bar* or on the screen. The *My Personal Information: Change Your Contact Information* screen displays with your current information.

1 Click the **My Personal Information** high-level task. The *My Personal Information* screen displays.

3 Review and update any fields that are not correct.

4 Select a different preferred output language, if needed.

5 Click the **Save** button.

If you make changes and then wish to go back to the original contact information, click the **Reset** button.