

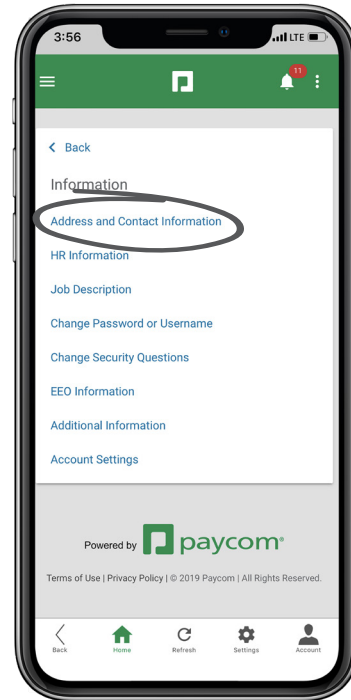
SHOW ME HOW

to Verify My Phone Number
Information



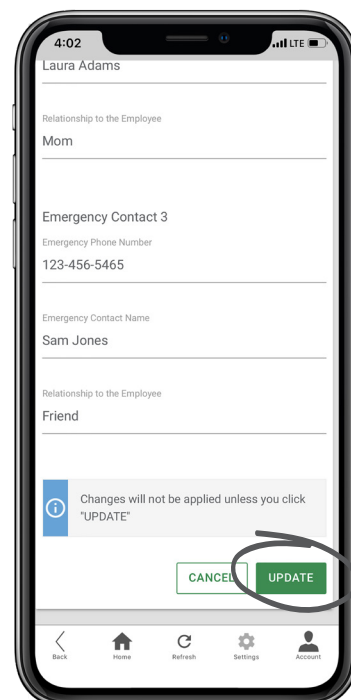
STEP 1

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.



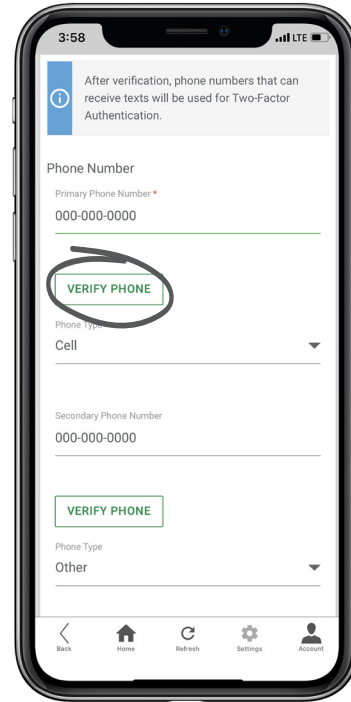
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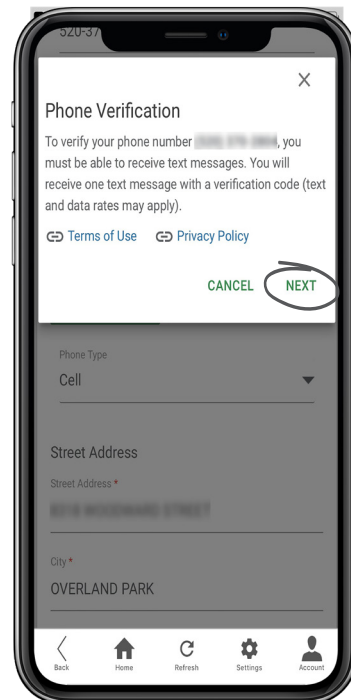
STEP 3

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.

