## How to Update an Email or SSN in Salesforce

## • Email Updates:

o Reach out to <a href="mailto:servicedesk@cydcor.com">servicedesk@cydcor.com</a> and provide the rep's first and last name as well as the email address that you would like on file for the rep.

## • SSN Update:

 Reach out to <u>servicedesk@cydcor.com</u> and provide either a picture of the rep's social security card or any government issued tax document where the social security number is provided (i.e. W4).