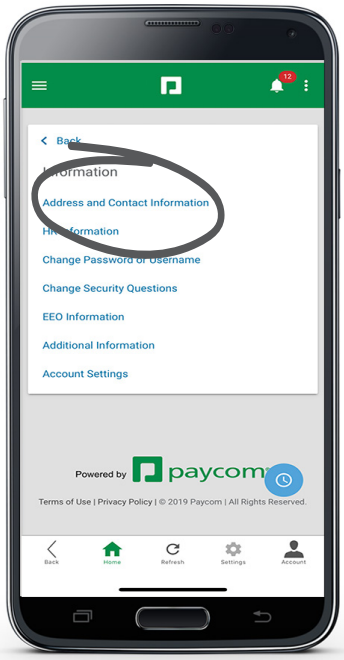
SHOW ME HOW

to Update My Contact Information

My Information

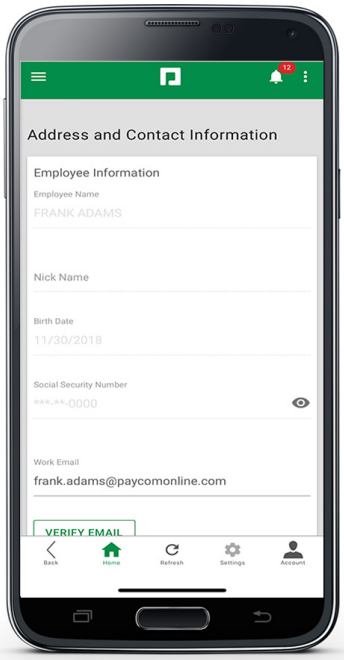
STEP 1

Log in to the Paycom app.
Navigate to Information > Address and Contact Information.



STEP 2

Make any necessary updates to your email, phone, address and emergency contact information.



EMPLOYEES

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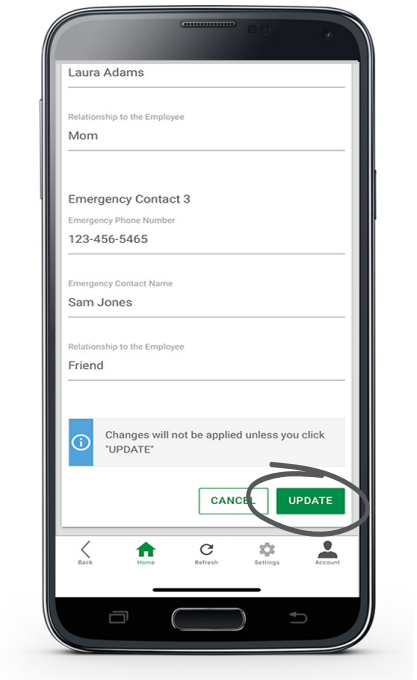
STEP 3

Scroll down and click "Update" to save your changes.



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