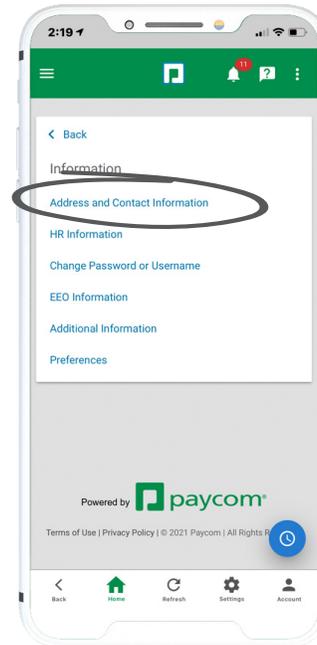# SHOW ME HOW

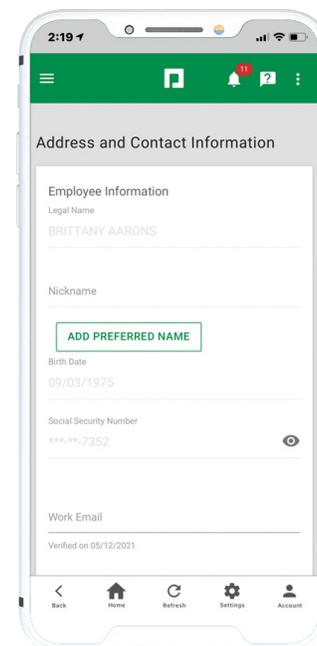to Update My Contact Information
My Information

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

paycom®

SHOW ME HOW

to Update My Contact Information
My Information

STEP 3
Click "Update" to save your changes.