



Update Account Information

1. Click the **Sign In** link to get started

The screenshot shows the 'Careers' page with a search bar and a 'Welcome' section. The 'Sign In' link is highlighted with a red box. Below the search bar, there is a 'Welcome' section with a 'Sign In' link and a 'New User' link. The 'Sign In' link is highlighted with a red box. Below the 'Sign In' link, there is a list of links: 'View Jobs Posted in Last 5 Days', 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

2. Enter your **User Name** and **Password**, then click **Sign In**

The screenshot shows the 'Sign In' form with two input fields: '*User Name' and '*Password'. The 'Sign In' button is highlighted with a red box. Below the input fields, there are links for 'Forgot User Name' and 'Forgot Password'. At the bottom, there is a link for 'Register Now'.



3. Click on **My Account Information**

Careers

Search Jobs
Search by job title, location, or keyword >>

Welcome [blurred] [Sign Out](#)

- View Jobs Posted in Last 5 Days >
- View All Jobs >
- My Job Notifications >
- My Job Applications 2 >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information** >

4. Make any necessary changes to your **Name** and **Address**

Name

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Address

Country

Address 1

Address 2

Address 3

City

Postal

State

County

5. Click the + button to add another **Email** or **Phone Number**, or click the > button to make changes to any existing information



Email (Required)

Email	Type	Primary
	Home	Yes

Phone

Phone Number	Extension	Type	Primary
		Home	Yes

6. Once all changes are made, click **Save**

My Account Information

...e will be updated on all of the jobs you have applied to.

7. You will receive a message at the top of the screen once the changes have saved successfully

My Account Information

Your account information has been saved.