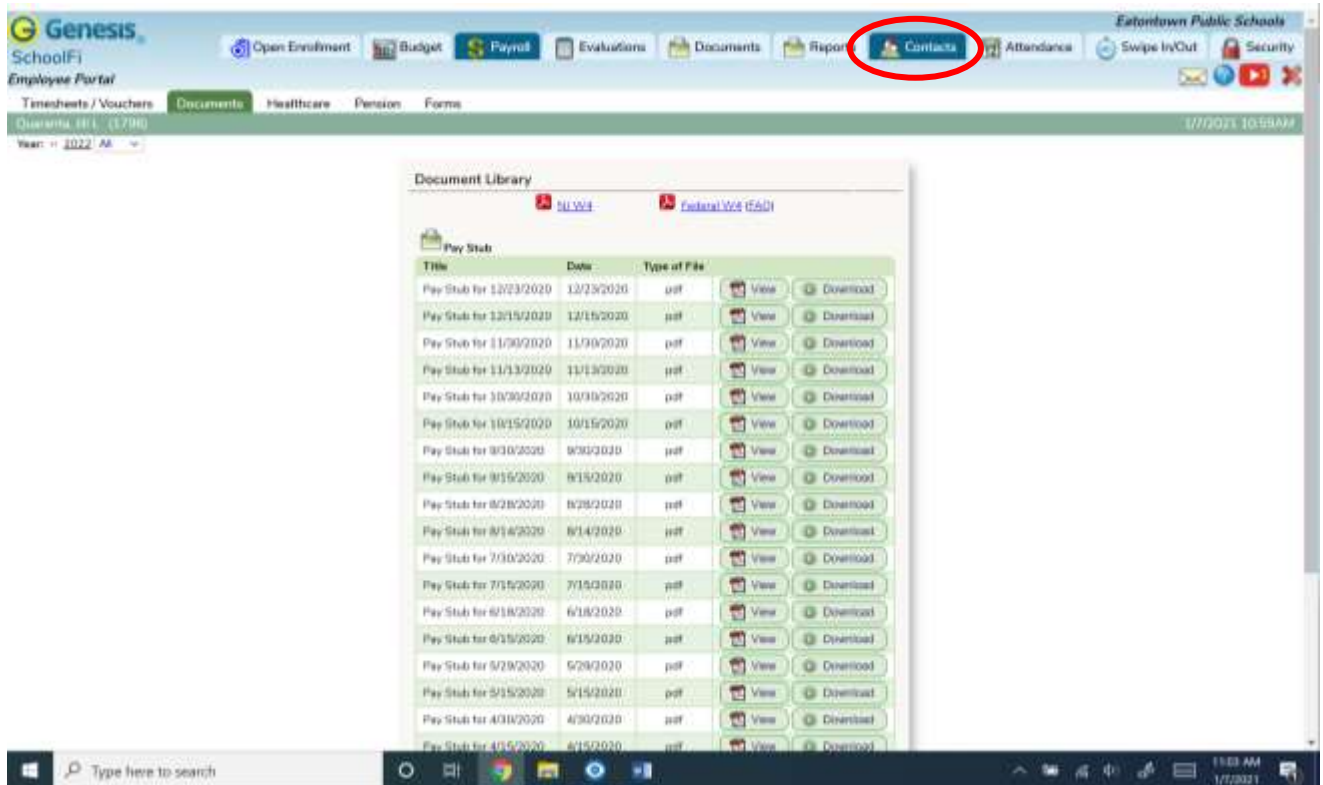# VERIFY NAME, ADDRESS, AND CONTACT INFORMATION

Log in to your Genesis Employee Portal, then find and click on the Contacts tab at the top of your screen.
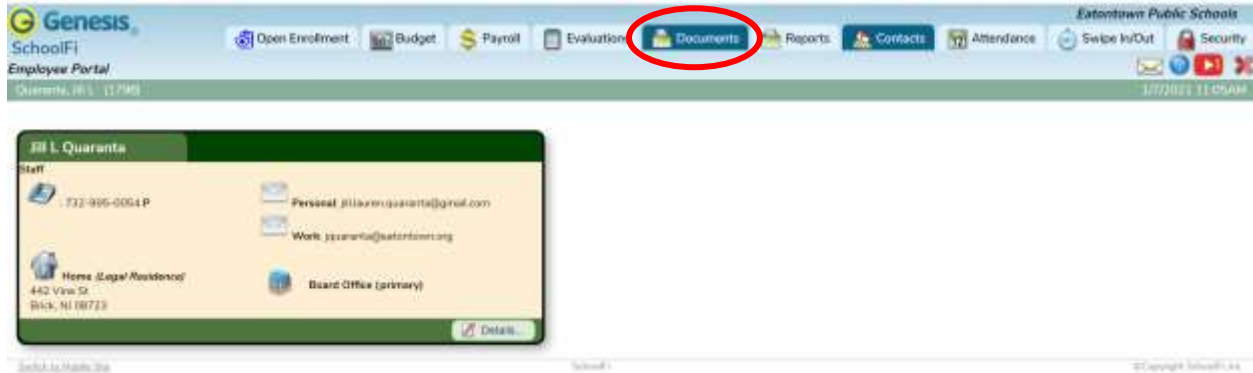

Verify that your Address, Email, and Phone Number are correct.

If you need to change any of the information in the system, you will need to complete a **Change of Name, Address, or Contact Information** form. Follow the steps below to complete this form.

Click on the **Documents** tab at the top of your Genesis Employee Portal screen.

Next, click on **Employee Forms** at the left side of the screen.
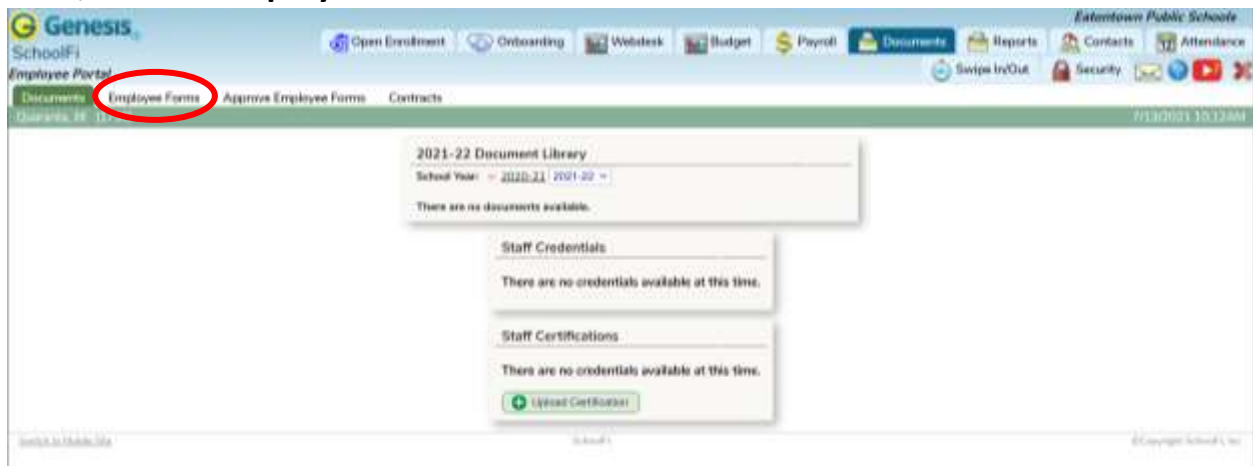
Verify that you are on the correct school year by checking the School Year box above the form folder tabs. Then, click on the **Default Folder for Employee Forms** tab.

Next, find the form called **Change of Name, Address, or Contact Information** and choose the button on the right of that form marked **Fill Form...**

Fill out each section of the form ONLY if your information in that section has changed. Be sure to click the **Save** button when you have entered all of the necessary information.

Finally, click the **Sign and Submit Form** button to finish the form.