Changing Contact Information in Dayforce
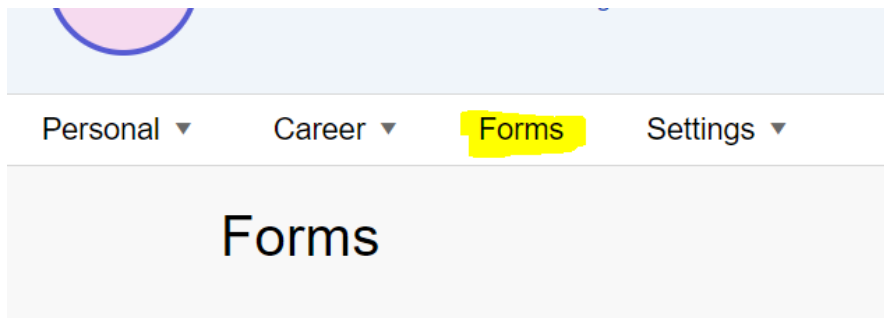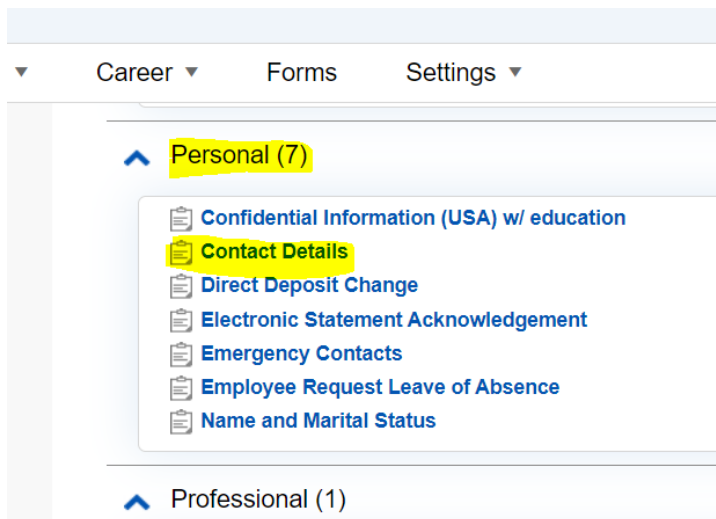
1) Log in to your **Dayforce** account

2) Go to **Main Menu** (*three HORIZONAL line icon the top left of the screen*), then go to **Profile**

3) Click on **Forms**

4) Scroll down to **Personal,** click on **"Contact Details"** form:

5) Contact details form will open up with information you as the employee have entered previously. Review information. If it is correct and no updates needed, click on **Cancel** in right bottom corner of the form. No further actions required.

6) If you need to update, click on **Add**

Phone Numbers

Below are your current phone numb
marked with an asterisk are requirec

➕ **Add**   ✖ Delete

	Type*	Country Code	
	Home	United States o...	2

7) A line will be added. Click on the fields to activate them and fill them out (see image below).

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields
marked with an asterisk are required values.

➕ Add   ✖ Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	End
➕					☑	☐	Jul 29/2022	

8) When completed, press **Submit**

➕ Add   ✖ Delete

💾 Save Draft   ✔ Submit   Cancel   🖨 Print