# HOW DO I UPDATE MY CONTACT INFORMATION?

Most updates can be made within your **Manpower Account (www.manpower.com)**. For further assistance, please reach out to your Manpower Representative.

ADDRESS

Go to your *Dashboard > Profile.* Click **Edit Profile** and expand the "Personal Information" section. Update your residence and/or mailing address. Once complete, click **Save** to complete the update.
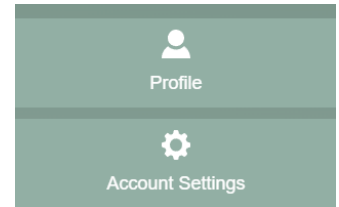
PHONE NUMBER

Multi-Factor Authentication Phone Number

- If unable to log into your Manpower Account because the phone number used to complete mult-factor autentification is no longer accessible (e.g. lost phone), contact the Manpower Service Centre.
- If able to log into your Manpower Account prior to changing the phone number used in multi-factor authentication, go to your *Dashboard > Account Settings > Account Details*. Click **Update Phone Number** and follow prompts. Once complete, click **Save** to complete the update.

Contact Phone Number

Go to your *Dashboard > Profile.* Click **Edit Profile** and expand the "Personal Information" section. Update your contact phone number. Once complete, click **Save** to save your changes.

EMAIL

Contact your Manpower Representative to update your email. For security purposes, the email must be unique to you and accessible to receive a verification code. The email you use for your Manpower Account and what we have on file for you in our database must match to view your employment related information.

NAME

Go to your *Dashboard > Account Settings > Account Details.* Click **Update Name** and follow prompts to update. Once complete, click **Save** to complete the update.

Manpower is committed to protecting your personal information. That's why we use multi-factor authentication (MFA) as part of the log-in process with your Manpower Account.

- **Email.** The email used to create your account becomes your username. This email MUST be the same as what we have on file for you. If this email changes, a new account must be created so that you can access your employment information.
- **Phone Number.** The phone number used to create your account must be accessible every time you log-in. You will be asked to enter a verification code, which is either sent via text or you can choose a phone call. If you no longer have access to this phone, you will need to contact your Manpower Representative for assistance.