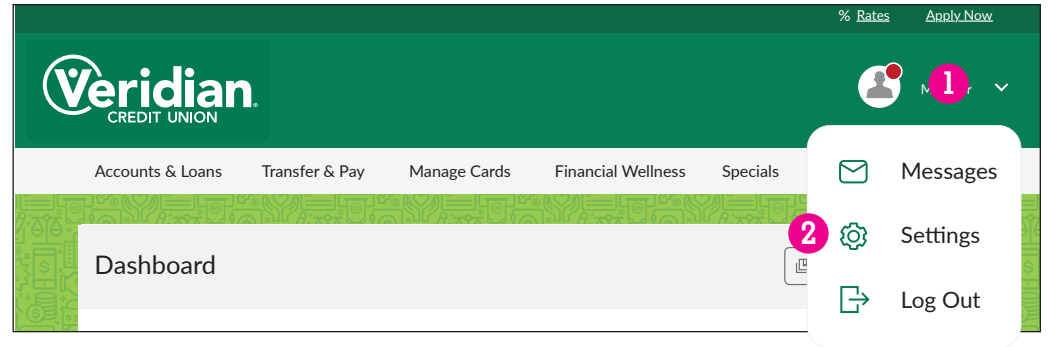# Settings - Contact

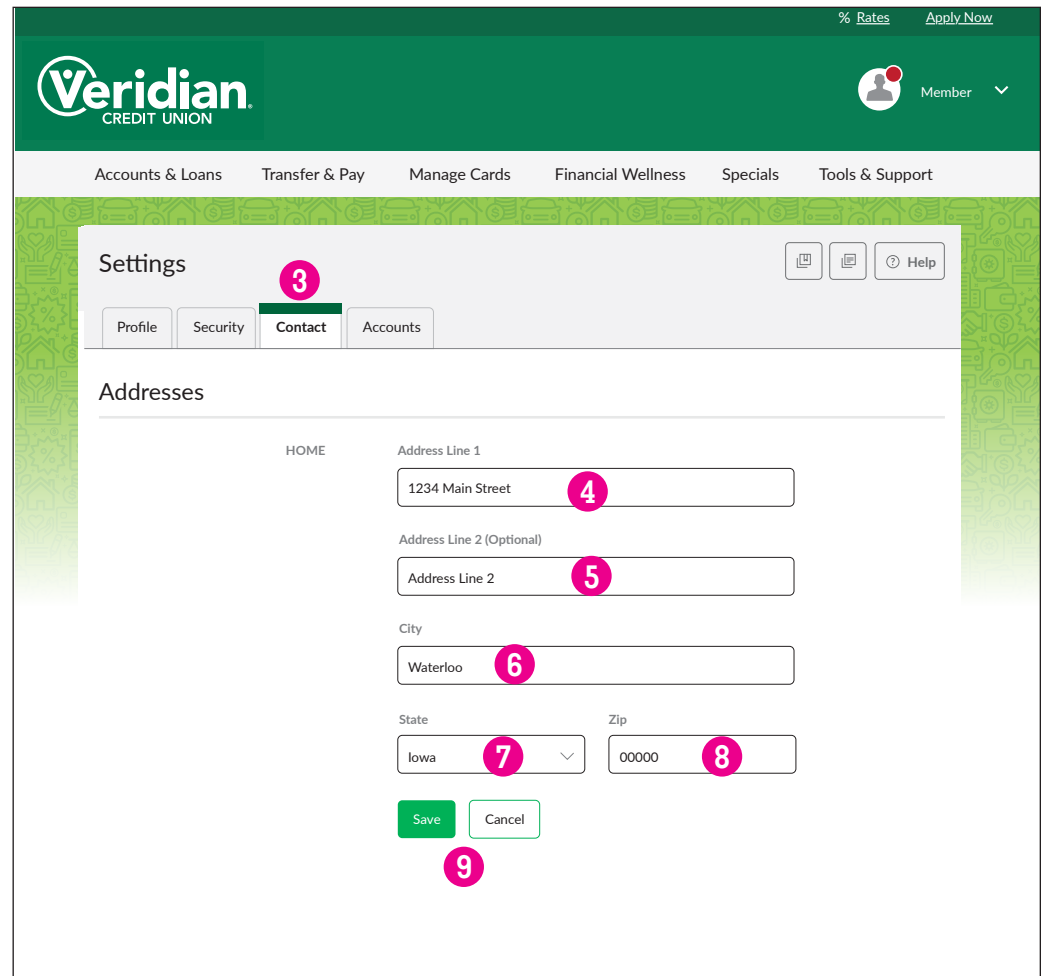**Update your street address, phone numbers and email address.**

1 Click your name.

2 Click *Settings*.

3 Select *Contact*.

Address

4 Enter your street address.

5 If your address includes an apartment number or other information, enter it here.

6 Type your city.

7 Choose your state from the dropdown.

8 Type your ZIP Code.

9 Click *Save* to confirm or *Cancel* to cancel.

Phone Numbers

This sections shows the home phone number **10**, work phone number **11** and mobile phone number **12** associated with your account, if any.

13 To add or edit a phone number, click the pencil icon next to it.

A Put the phone number in the box.

B Check this box to allow text messages to be sent to this number.

C Set this number as your preferred contact.

Click *Save Changes* to confirm or *Cancel* to cancel.

Addresses

HOME 1234 MAIN STREET, ANYTOWN USA 12345-0000

Phone Numbers

HOME (000) 000-0000 PREFERRED **10** **13**

WORK (000) 000-0000 **11**

MOBILE (000) 000-0000 **12**

(000) 000-0000 **A**

B ☐ I Would Like To Receive SMS Text Messages To This Number
Standard text messaging rates will apply.

C ☐ Set As Preferred Contact Phone

Save Changes   Cancel

Email Addresses

This section displays any email addresses associated with your account.

14 To edit an existing email address, click the pencil icon next to it.

15 To add a new email address, click *+ Add Email*.

A Enter a nickname for this email address.

B Type the email address.

C Type the email address again to confirm it.

D Check this box to make this the default contact address.

Click *Save Changes* to confirm or *Cancel* to cancel.

Email Addresses

EMAIL JOHNDOE@EMAIL.COM PREFERRED **14**

⊕ Add Email **15**

Nickname   Email Address

Email **A**   JOHNDOE@EMAIL.COM **B**

Confirm Email Address

JOHNDOE@EMAIL.COM **C**

D ☐ Set As Preferred Contact Email

Save Changes   Cancel