

How to Edit Personal Information

Why Do I Need to Review My Personal Information?

When you apply to the City, we take the information you provide us and record it. However, mistakes can happen, we want to make sure that the information we have is correct and hasn't changed. This is especially true with emergency contacts for your safety.

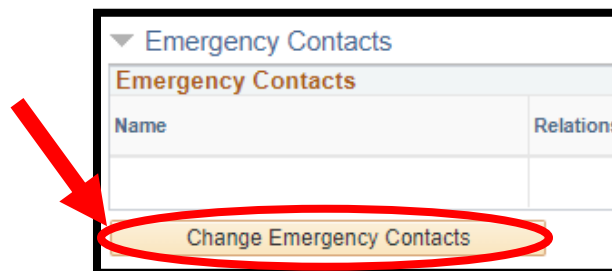
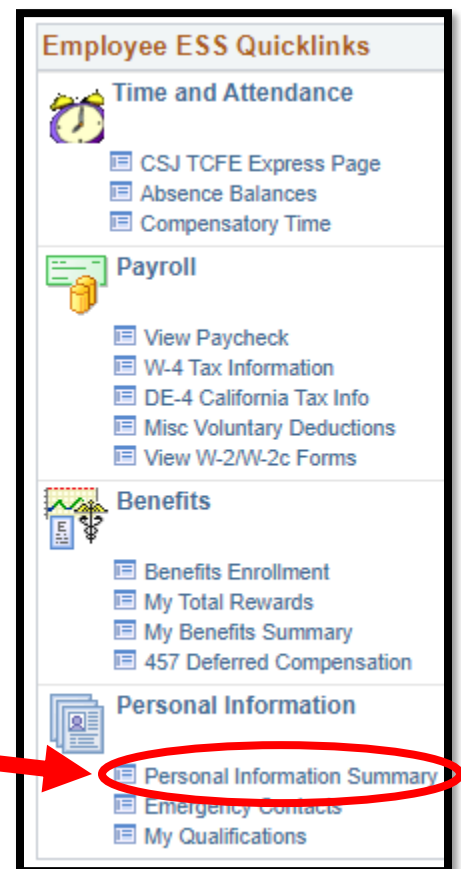
Additionally, we know lives can change, people can move, get married, or change phones. Whether you are new to the City or have been working here for 20 years, it is important to keep your information up to date!

What Information Does the City Need?

- Your Full Name
- Home/Mailing Address(es)
- Phone Number
- Emergency Contacts
- Email Address(es)
- Marital Status
- Ethnic Groups (Optional)

How Do I Edit My Personal Information?

1. Log in to eWay. If you have not logged in to your eWay account before, please see our Navigating eWay guide.
2. Click on the "Personal Information Summary" link under "Personal Information" in the "Employee ESS Quicklinks" section.
3. Review the information on the page. If any of your personal information needs to be added or changed, click the "Change" button beneath the corresponding section.



Onboarding Guides

- When editing an information section, there are multiple tools to help you navigate and add/change any information.

Personal Information

Emergency Contacts

Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
<input type="text" value="Name of Contact"/>	Dom Partnr - State Reg: NonTax	<input checked="" type="checkbox"/>	a.	b.

c.

d.

e. [Return to Personal Information](#)

- Click the pencil icon in the "Edit" box to edit existing information.
- Click the trash can icon in the "Delete" box to delete a section of information.
- Click the "Add" button at the bottom of the section to add new information.
- Click the "Save" button to save all changes made.
- Click "Return to Personal Information" to return to the previous menu with all sections of personal information listed.