

## Employee Mass Communication Sign Up

### To add your personal email:

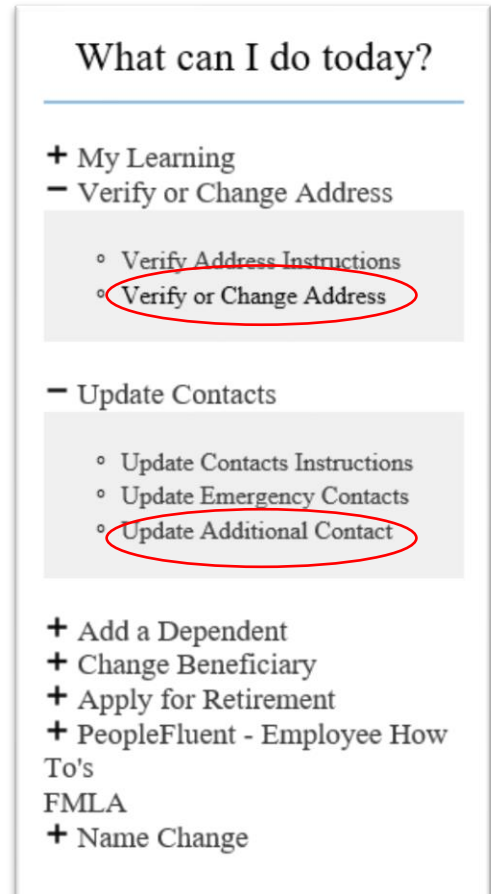
1. Go to the HR Service Center on iPort
2. Under "What can I do today?" click on Verify or Change Address
3. Click on Verify or Change Address in the drop down menu
4. Infor/Lawson screen will open. Log in with your user ID and password.
5. Add your personal email to the form and click

### To add your personal cell phone number:

1. Go to the HR Service Center on iPort
2. Under "What can I do today?" click on Update Contacts
3. Click on Update Additional Contact in the drop down menu
4. Infor/Lawson screen will open. Log in with your user ID and password.
5. Click
6. Under Contact Type, click the symbol to the right and select Mobile

Contact Type\*  

7. Fill out the form and click



**DON'T FORGET:** It's also important to update your emergency contacts. Please do that while you're updating other personal information.

*Contact the HR Service Center, Nicole Aiello or Tracy Vreeland for more information.*

*Corporate Communications can visit your staff meeting and walk employees through signup. Contact Nicole Aiello if you're interested in having someone at your meeting.*