


### Step 1: Update My Contact Information


1. Navigate to your profile.
  - Click your picture in the upper right hand corner and select View Profile.
2. Select **Overview** and then the **Contact** tab.
3. Click **Edit**.
4. Use the **Edit** icon  to update your information.



Note: The Effective Date is the date the change went into effect. It can be in the past or future. Both current and future addresses will show in contact information until the effective date.

5. When complete, click **Submit**.

### Step 2: Update Tax Documents (address updates only)

6. Open the **Update Tax Documents with New Address Information** task either by clicking the To Do button on the Up Next screen or from your inbox.
7. Click on the  [Edit Withholding Elections at CIC+](#) hyperlink to navigate to the CIC+ website and update your tax elections.
8. Verify your address change under **Employee Information > Resident Address**.



Note: Address changes made in Workday will automatically update in CIC+ on the effective date.

9. On the left-hand side, under EForms Center click **Current EForms**.
10. Select **Change** next to the Pennsylvania State form and review and/or update your municipality and school district.
11. Once complete, click **Submit to Employer**.
12. **Logout** of CIC+ close the internet browser window.

### Step 3: Submit the To-Do (address updates only)

13. Return to your Workday **Inbox** and select the **Update Tax Documents with New Address Information** task and click **Submit**.



This process is available via the mobile application.