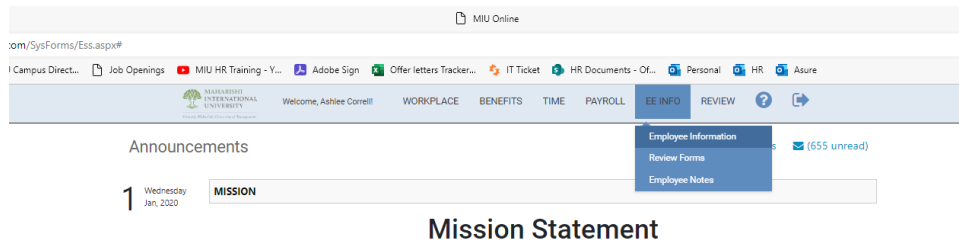


How to update personal information in Asure.

After logging in, click the “EE Info” button then “Employee Information



To update your **address and phone number**, click the “Edit” button:

Employee Information

Email Address & Password

Here is your email address used to login, this address is used for all system correspondence.

Email Address [acorrell@miu.edu \[Change\]](#)

Password ***** [\[change\]](#)

Address & Phone [Edit](#)

Name	Ashlee Rae Correll	Cell Phone	4026182850
Salutation		Company Email Address	a.rae.correll@gmail.com
Address Line 1	1808 Simula Ln	Use Secondary Address	No
Address Line 2	Apt 4	Secondary Address 1	
City	Maharishi Vedic City	Secondary Address 2	
State	IA	Secondary City	
Zip Code	52556	Secondary State	
Home Phone	4026182850	Secondary Zip	
Work Phone			
Employee Profile			

Update your information then click “Save”:

The screenshot shows the 'Employee Address Change' form. It is divided into three sections: Mailing Address, Alternate Address, and Contact Information. The Mailing Address section has fields for Address 1, City, County, Address 2, State, Country, Zip, and Salutation. The Alternate Address section has fields for Address 1, City, Address 2, State, and Zip. The Contact Information section has fields for Home Phone, Work Phone, E-Mail, and Cell Phone. A 'Save' button is highlighted with a red box at the bottom of the form.

To update your bank account information, scroll down to “Direct Deposit/Pay Distribution” and click the pencil icon:

Direct Deposit/Pay Distribution

Account	Type	Amount	Status
XXXX-XXXX: [redacted]	Checking Deposit	100%	
	Printed Check	100%	



Update your information then click “Save”:

Employee Direct Deposit Changes

Sequence	Checking / Saving	Payment %	Flat \$ Amount	Routing Number	Bank Account Number
1st Direct Deposit	<input checked="" type="radio"/> Checking Account <input type="radio"/> Savings Account	<input type="text" value="100"/> % OR \$	<input type="text"/>	<input type="text" value="[redacted]"/> Re-key Routing and Account # -> <input type="text"/>	<input type="text" value="[redacted]"/> <input type="text"/>
2nd Direct Deposit	<input checked="" type="radio"/> Checking Account <input type="radio"/> Savings Account	<input type="text"/> % OR \$	<input type="text"/>	<input type="text"/> Re-key Routing and Account # -> <input type="text"/>	<input type="text"/> <input type="text"/>
3rd Direct Deposit	<input checked="" type="radio"/> Checking Account <input type="radio"/> Savings Account	<input type="text"/> % OR \$	<input type="text"/>	<input type="text"/> Re-key Routing and Account # -> <input type="text"/>	<input type="text"/> <input type="text"/>

Physical Check Payment % of remaining \$ paid here

