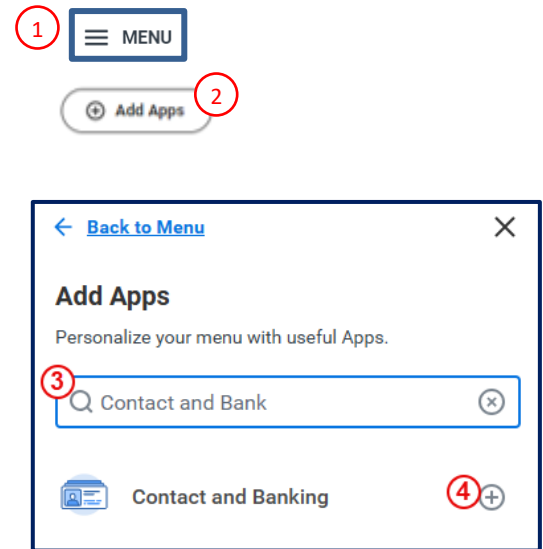


**OVERVIEW:**

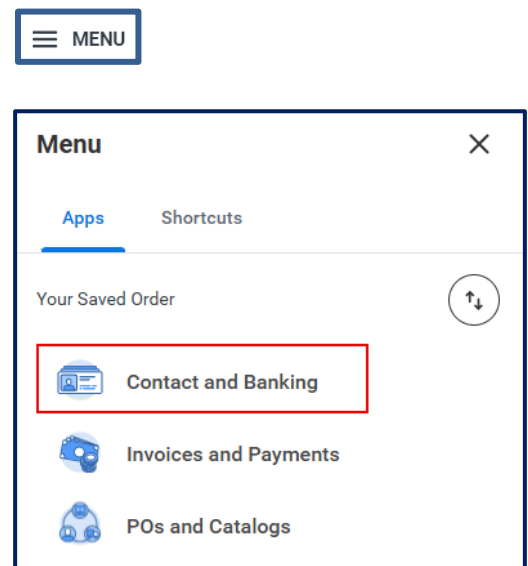
Use this guide to find and update your contact information. Remember, some information will need to be verified and approved by the AvalonBay Supplier Admin before being updated in the Workday Supplier Portal. The process generally takes between 24-48 hours for updates to be complete.

**ADD APPS TO UPDATE YOUR INFORMATION****ADD THE CONTACTS AND BANKING APP TO YOUR MENU**

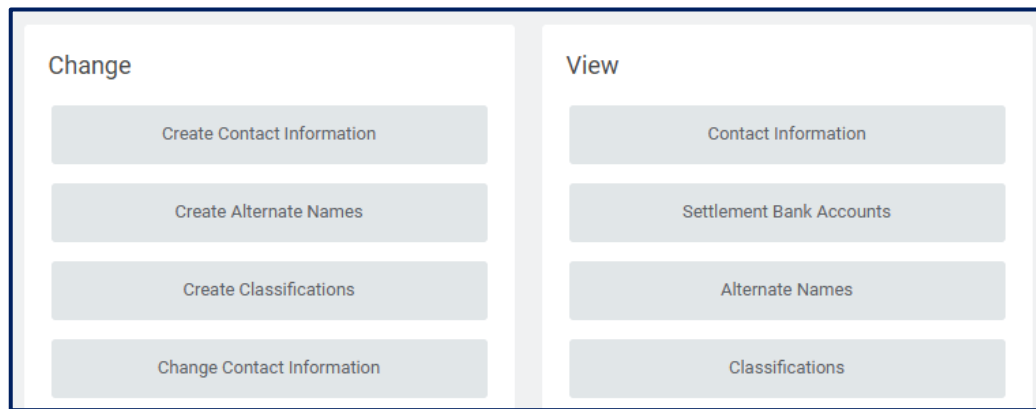
1. From the Workday home page, select **Menu**.
2. Click the Add Apps button.
3. **Type Contacts and Banking** in the search bar.
4. **Click the plus sign** beside the app name to add to your main menu.
5. Repeat this same process for the **Invoices and Payments, and POs and Catalogs app**, which will allow you to search, find, and track the status of invoices and payments in Workday.

**UPDATE CONTACT INFORMATION****UPDATE AND ADD INFORMATION TO YOUR ACCOUNT**

1. From the Workday home page, select **Menu**.
2. Select **Contact and Banking**. *Note: If you do not see Contact and Banking, select Add Apps, and search for Contact and Banking.*



3. The Contact and Banking screen displays. There are two sections available: View and Change.
- The **View panel** provides links to different sections of your contact information that can be viewed, but not edited.
  - The **Change panel** (only a portion is displayed in the image below) provides links to different sections of your contact information where you are able to edit, update, or add new information.



4. Clicking the Change Contact Information link allows to update contact information for your account. **Important things to remember:**

- Any fields marked with a red asterisk are required and **MUST** be completed before you click submit.
- Other contact areas that can be updated (not shown) on this form include:
  - Phone
  - Address
  - Email
- You can add multiple contact addresses, email, and phone but will be required to include a **primary** typically reserved for the remit to address and account responsible for receiving any/all notifications from the **Workday Supplier Portal**.

