

#### 4.1 | CHANGE YOUR ADDRESS OR PHONE NUMBER

To change your address or phone number, perform the following steps:

Step 1. Select your name at the top-right corner of any page (the Public Portal home page is shown in this example).



Step 2. Select the OK button to acknowledge the Privacy Policy.

Step 3. The Update Account page displays.

Step 4. Make the necessary changes and select the Submit button to update your account.



U.S. Equal Employment Opportunity Commission

Welcome, Joan | Log Out

Register

### Update Account

#### Personal Information

If you are using Microsoft Edge® as your Web Browser, be sure you **turn off** the Browser's "Auto-Fill" settings. To learn how to do this, please visit [here](#).

I am not a charging party or complainant, but I represent a charging party or complainant

Sakutation: Ms

First Name: Joan

Middle Initial: Q

Last Name: Person

Suffic:

Address (1): 1600 Town Lane

Address (2):

Country/Region: United States of America

Postal/Zip Code: (required (\*) if Country is selected as USA): 60601

City: CHICAGO

State: Illinois

Email address: joperson@mailinator.com

Please enter at least one phone number:

Home Phone Number: (555) 413-4567

Cell Phone Number: e.g., 1-734-567-8900

Email Language Preference: English

#### Login Information

User ID: joperson@mailinator.com

#### Security Questions

Password Hint Question 1: What is your pet's name?

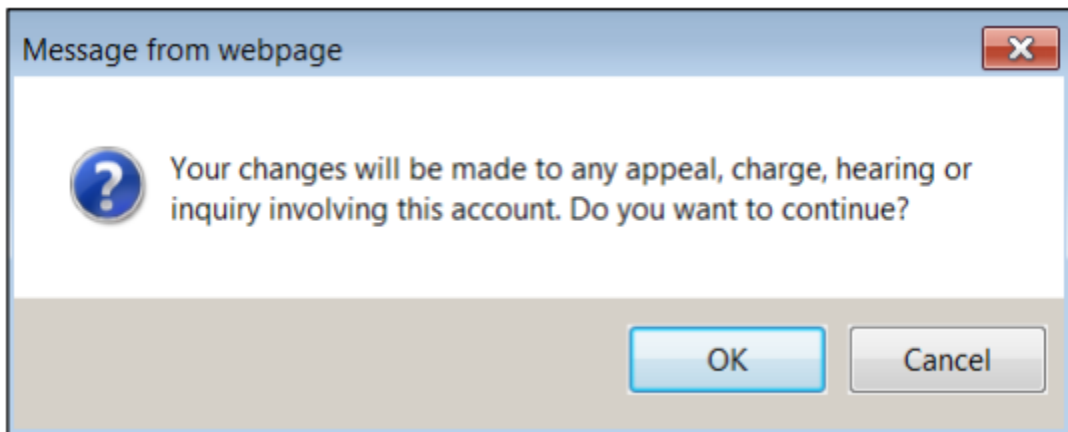
Password Hint Answer 1: \*\*\*\*\*

Password Hint Question 2: What year was your father born?

Password Hint Answer 2: \*\*\*\*

Submit Clear

Step 5. A confirmation pop-up window displays. When prompted “Your changes will be made to any appeal, charge, hearing, or inquiry involving this account. Do you want to continue?” select OK to continue.



Step 6. The changes are saved, and you are returned to the page where you selected your name link.

*(EEOC Public Portal User's Guide // Vol 1 – Getting Started)*

