

Instructions to Update Personal Information via Adv4

Employee Emergency Communications

December 2023

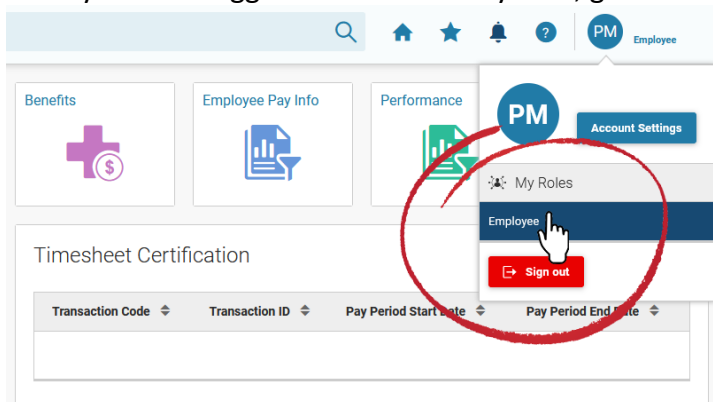
Step 1: Log into Adv4 (Advantage 4)

An Adv4 icon is located on your desktop or *click here* to access the system.



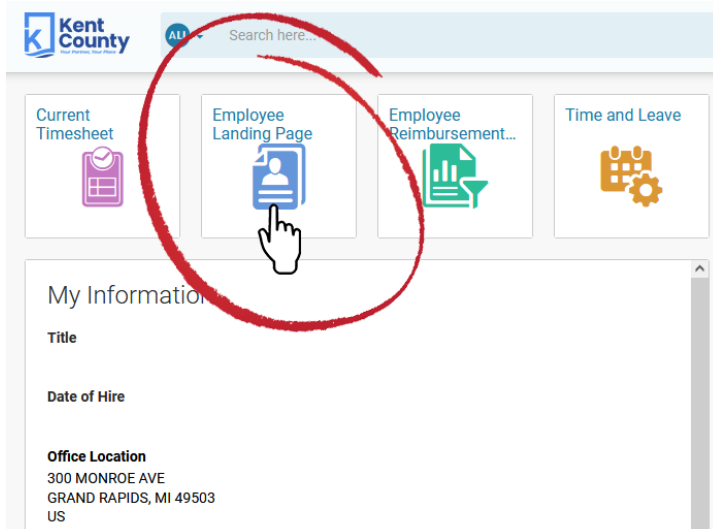
Step 2: Select Employee Business Role

Once you have logged into the Adv4 system, go to the "Employee" role.

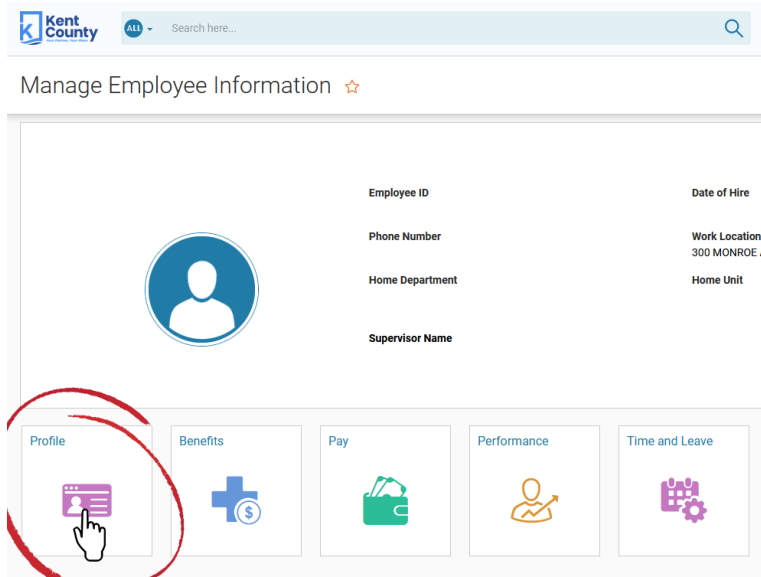


Step 3: Click on the Employee Landing Page Icon

This landing page will bring you to the Manage Employee Information screen.

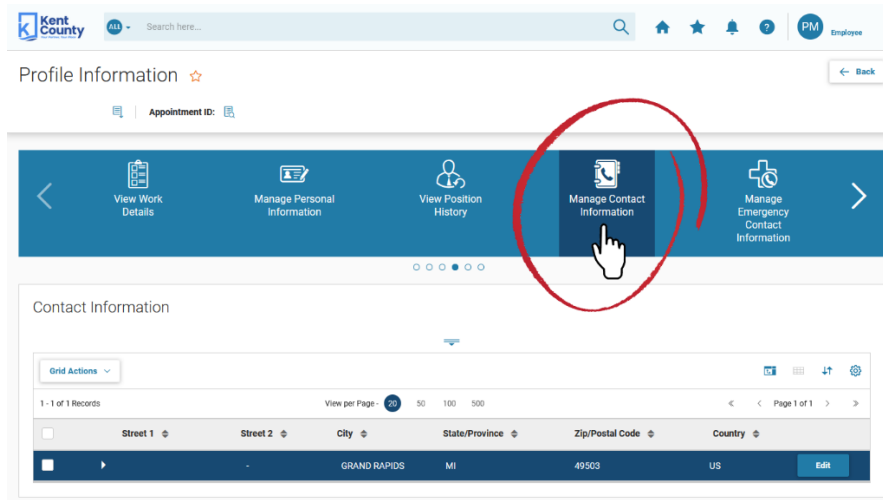


Step 4: Click on the Profile icon



Step 5: Select Manage Contact Information from the carousel of options

- Under Contact Information, a record should appear with your mailing address.



Step 6: Select “Edit” button to update your contact information (primary phone, e-mail address, mailing address)

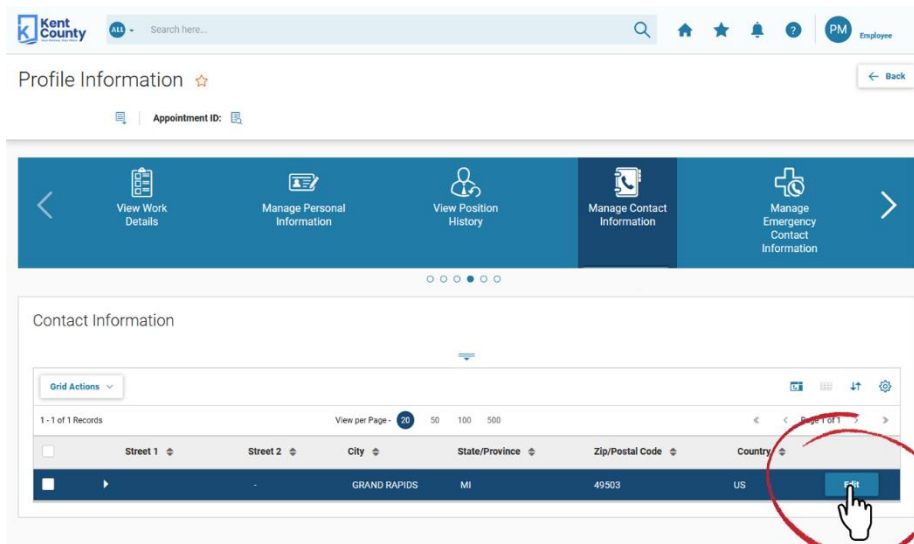
Scroll to “Phone “section and enter your primary phone number, type of phone and which number is “primary”

Tips

- Only one phone number can be designated as “primary”
- Only phone numbers with a designated phone type will transfer to Everbridge.

Scroll to E-mail section and verify or update your e-mail address

If you have a County email address, it was entered into the Adv4 system as your **primary e-mail**. **DO NOT** change your primary e-mail address to a personal email unless you wish to receive all work-related e-mail communication on your personal email.



Step 7: Save Information

- Once you have verified or entered all your contact information, click “Update and close”
- If you updated the information correctly, you will receive a green “Information Saved Correctly” message at the top of the screen

