

How to view and edit your Personal Information?

Employees

1 Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.

Current Employee

About Me

- Direct Deposit
- Pay Information
- Personal Information
- Tax information
- Update My Name

Employee Dashboard

Smith, Zedd

My Profile

My Team

Personal Information

Addresses

Permanent Address

Address

Permanent Address

Current
07/19/2021 - (No end date)
2000 Simcoe St. N
Oshawa
Ontario L1G 0C5



Add Address

Type of Address	Valid From	Valid Until
Select Address Type	MM/dd/yyyy	MM/dd/yyyy
Address Line 1	Address Line 2	Address Line 3
Enter Address Line 1	Enter Address Line 2	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	Enter City	Select State
Country	Zip/Postal Code	Country
Select Country	Enter Zip Code	Select Country

Add

Edit Address

Type of Address	Valid From	Valid Until
Permanent Address	07/19/2021	MM/dd/yyyy
Address Line 1	Address Line 2	Address Line 3
2000 Simcoe St. N	Enter Address Line 2	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	Oshawa	Ontario
Country	Zip/Postal Code	Country
Not Applicable	L1G 0C5	Canada

Cancel

Update

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Under 'About Me', click on "Personal Information"

4 In Employee Dashboard, click on "My Profile"

5 Click the pencil icon to the right of the section to which you want to edit (You can view and edit your Address, Phone, Email and Emergency Contact)

6 Click on "Add New" to add a new address, or the pencil icon to edit the current address.

7a Update the information on the Add Address pop up and click "Add".

7b Update the information on the Edit Address pop up and click "Add".

8 Repeat steps 5 to 7 for each personal information you wish to update and then click on your icon to sign out.