



To change your address:

Log in to ADP then go to below information to change your address. If you need further assistance contact HR by stopping by office or call Vicki Al-Lawati at 859.899.2243 or by email at HR@LFCHD.org.

Starting Point: Myself > My Information > Profile

- 1 In the **Personal Info** card, if your mobile phone number is missing or inaccurate, click the linked text and update it.
- 2 If your home email address is missing or inaccurate, click the linked text and update it.
- 3 To view or change your other personal information, click **View More**.

Note: Preferred first, middle, and last names are available if you prefer not to use your legal name.

- 4 Make the appropriate updates, and when you finish, click **Save**.
- 5 To return to the Profile page, click **Back**.