# Add Email Address in eCHRIS

- 1. Sign in to eCHRIS: hcmprod.phoenix.gov
- 2. Enter your User ID and Password.
  - If you do not know your User ID, contact the HR Connection Center at 602-495-5700.
  - If you do not know your Password, contact the HelpDesk at 602-534-4357.
  - If you have a Password Hint established, use the *Forgot your password* link on the login page to reset your password.
  - To establish a Password Hint, <u>click here for directions</u>.

City of Phoenix Human Resource Information System User ID	
Password Forget your password?	
Sign in Enable Accessibility Mode. For petitiver dissistance, contact the City of Phoenix Help Desk at (602)5	

#### 3. Click **Personal Details** tile.

Oity of Phoenix		<del>√</del> Retir	ee Self Service		â	Q	0
	Announcements No Current Ai	inouncements	Personal Details	Payroll			
	Benefits	Password & Settings	Pension Payment Schedule Jam Fet M M J J J J A C O C Nov Nov Nov J Jam	arry 1, 2018 * ruary 1, 2018 arch 1, 2018 arch 1, 2018 arch 1, 2018 are 1, 2018 are 29, 2018 agust 1, 2018 gust 31, 2018 tober 1, 2018 ember 30, 2018 amber 30, 2018 arry 1, 2019 *			
			<ul> <li>Transaction processing schedu institution and will vary. For dire your financial institution for their received on a non-business day.</li> </ul>	les are determined by each financial cet deposit transactions, please check with r processing schedule for transactions			c

#### 4. Click on Contact Details.

Retiree Self Service	Personal Details	A < ≡ Ø
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Addresses	Addresses	
Contact Details	Home Address	
C Emergency Contacts	USA Current	>
Additional Information		
	Mailing	
	Add Mailing Address	

### 5. Click on Add Email.

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Addresses	Contact Details					
Contact Details	Phone					
Emergency Contacts	+					
Additional Information	Number	Extension	Туре	Preferred		
Additional mormation			Home	~	>	
			Other		>	
	Email					
	No data exists.					
	Add Email					

## 6. Select an Email Type.

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Addresses	Contact Details	
Contact Details	Phone	
C Emergency Contacts	T Number Marrad	
Section Additional Information	Cancel Email Address Save	
	*Email Type	
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## 7. Enter your Email Address.

< Retiree Self Service	Personal Details	♠ <<>> ■
<u>ی</u>		
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Contact Details		
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Additional Information	Cancel Entail Address Save	
	*Email Type Personal •	
	Preferred M	+
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	Addem	

### 8. Click Save.

< Retiree Self Service	Personal Details	♠ <<> ≡ ∅
<b>∞</b>		
Addresses	Contact Details Phone	
C Emergency Contacts	Number       Cancel       Email Address       Save         "Email Type       Personal •       >         Preferred        >         Email       Address       email123@gmail.com       >         Add Email       Add Email       >       >	

# **Establish Password Hint**

1. Click Password & Settings tile.

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	Announcements No Current Annou	ncements	Personal Details	Payroll			
	Benefits	Password & Settings	Pension Payment Schedule January Februa March March March March March March January June June June June June June June June	21, 2018 * ry 1, 2018 11, 2018 12, 2018 1, 2018 1, 2018 1, 2018 29, 2018 r1, 2018 r1, 2018 r1, 2018 r1, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r3, 2018 r4, 2018 r4, 2018 r5, 2			
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2. Select a Security Question.

Retiree Self Service	Settings	â	Q	٢
Setup Password Hint	Password Hint and Answer			
Change My Password	<text></text>			

3. Enter a Response and click Save.

