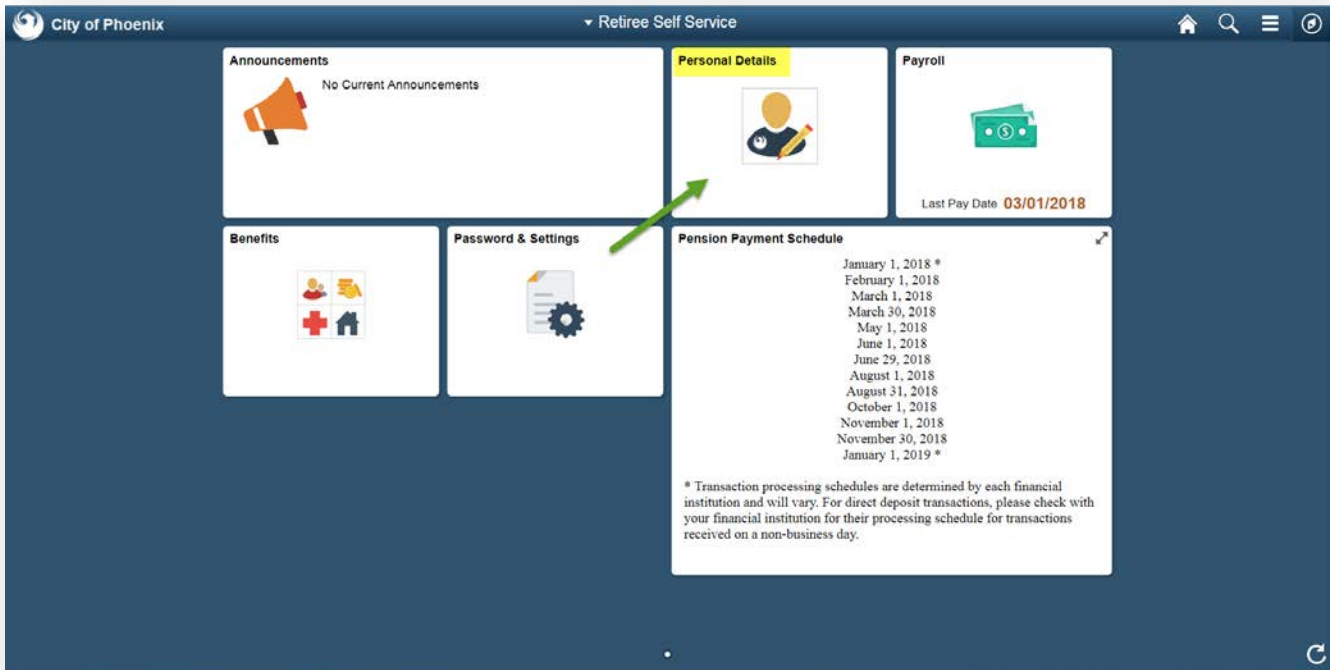


Add Email Address in eCHRIS

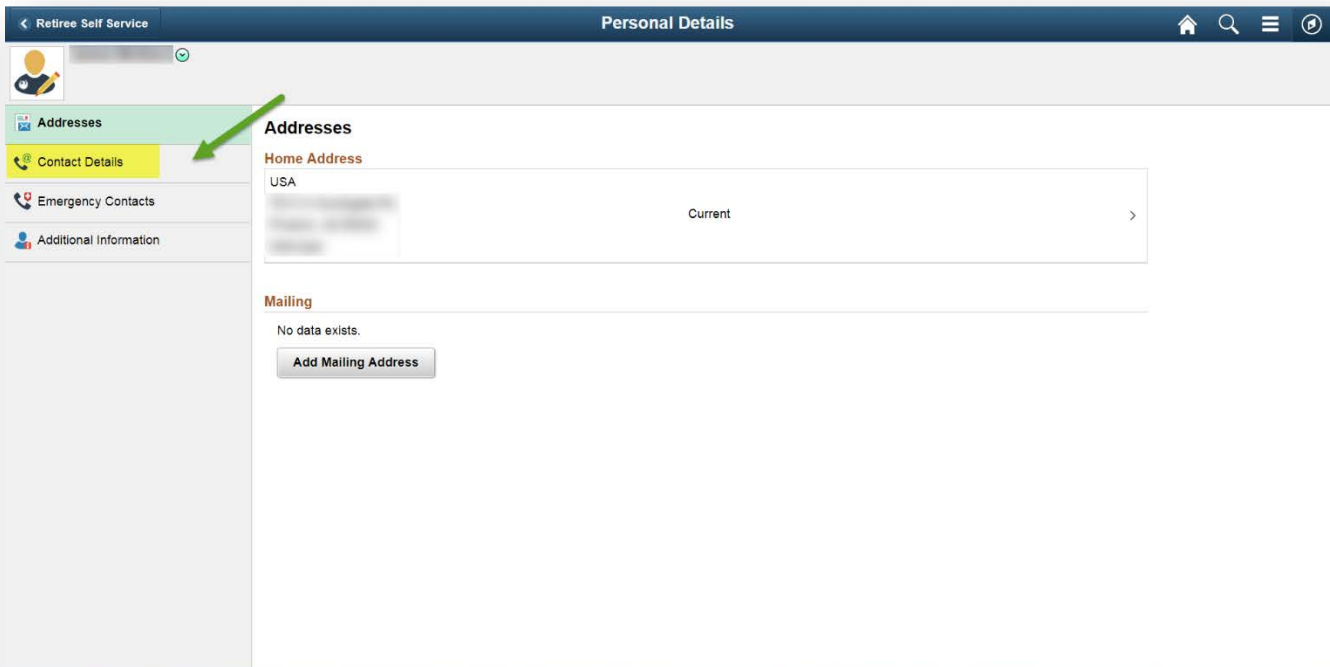
1. Sign in to eCHRIS: **hcmprod.phoenix.gov**
2. Enter your **User ID** and **Password**.
 - If you do not know your User ID, contact the HR Connection Center at 602-495-5700.
 - If you do not know your Password, contact the HelpDesk at 602-534-4357.
 - If you have a Password Hint established, use the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



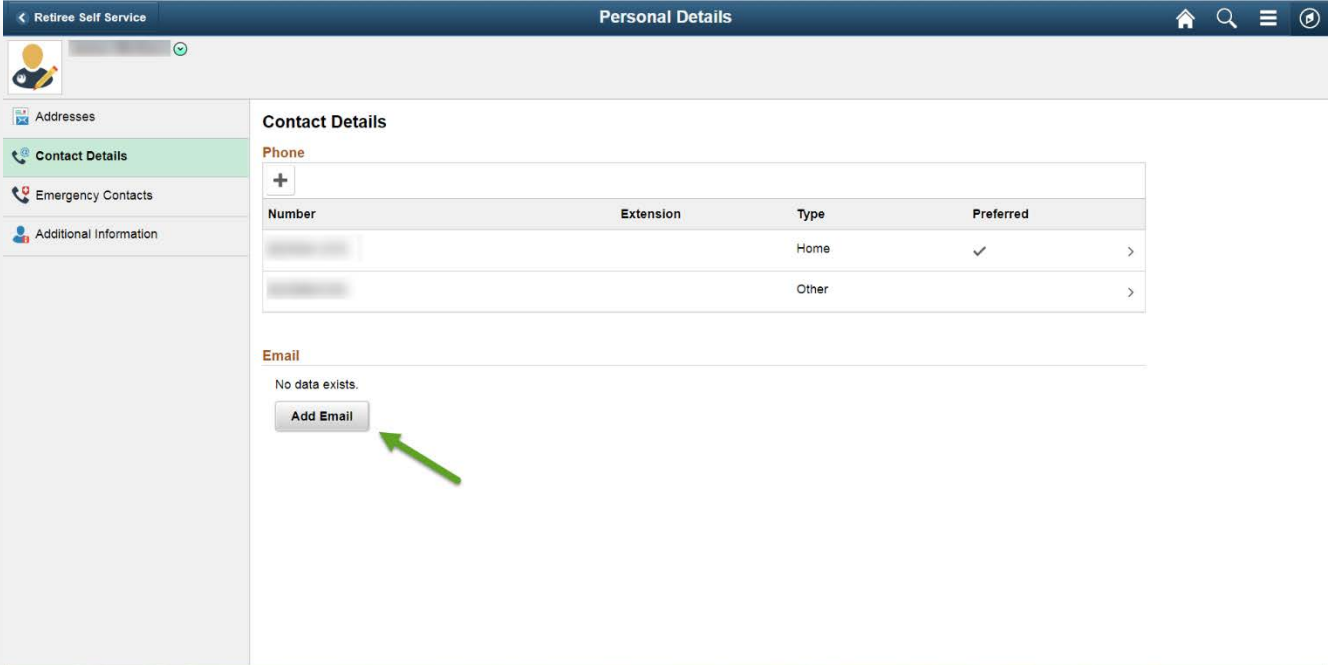
3. Click **Personal Details** tile.



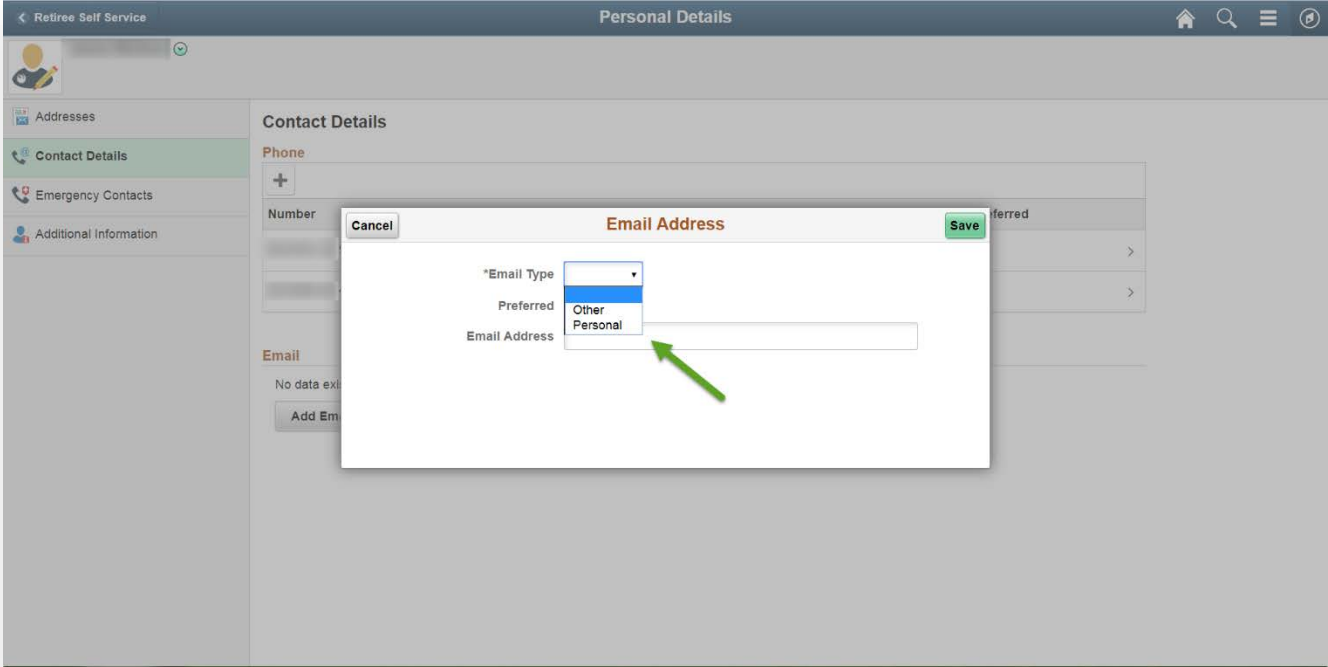
4. Click on **Contact Details**.



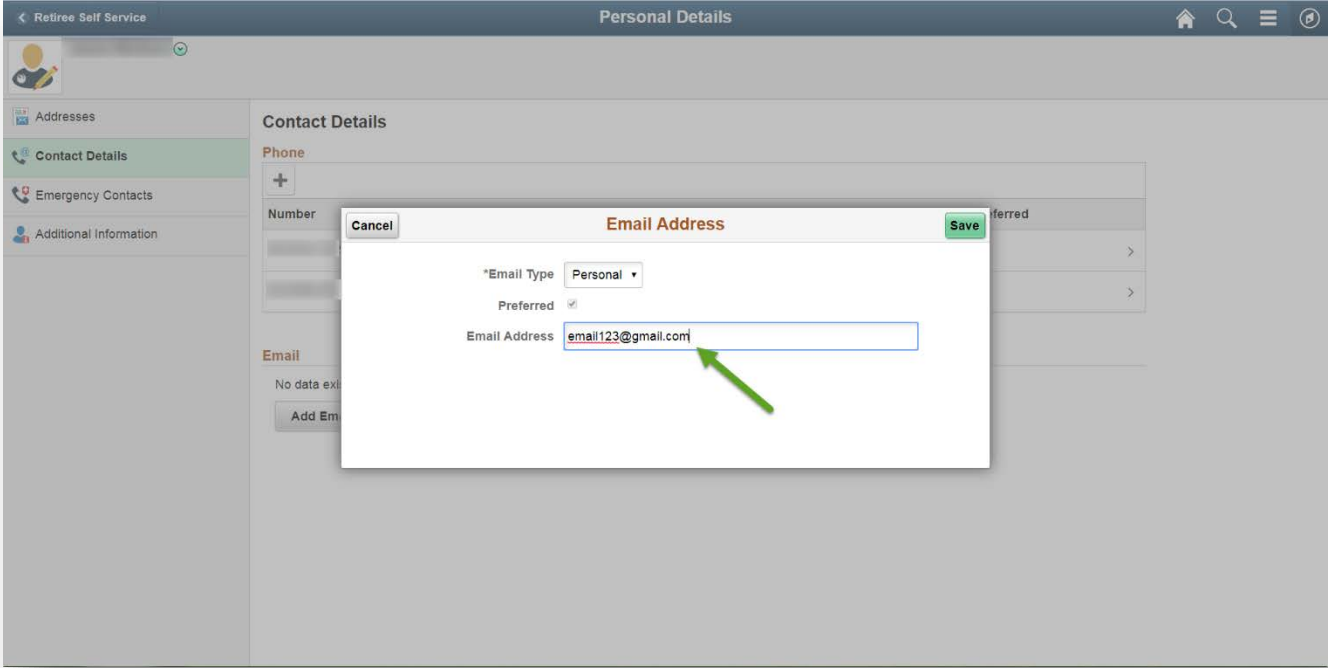
5. Click on **Add Email**.



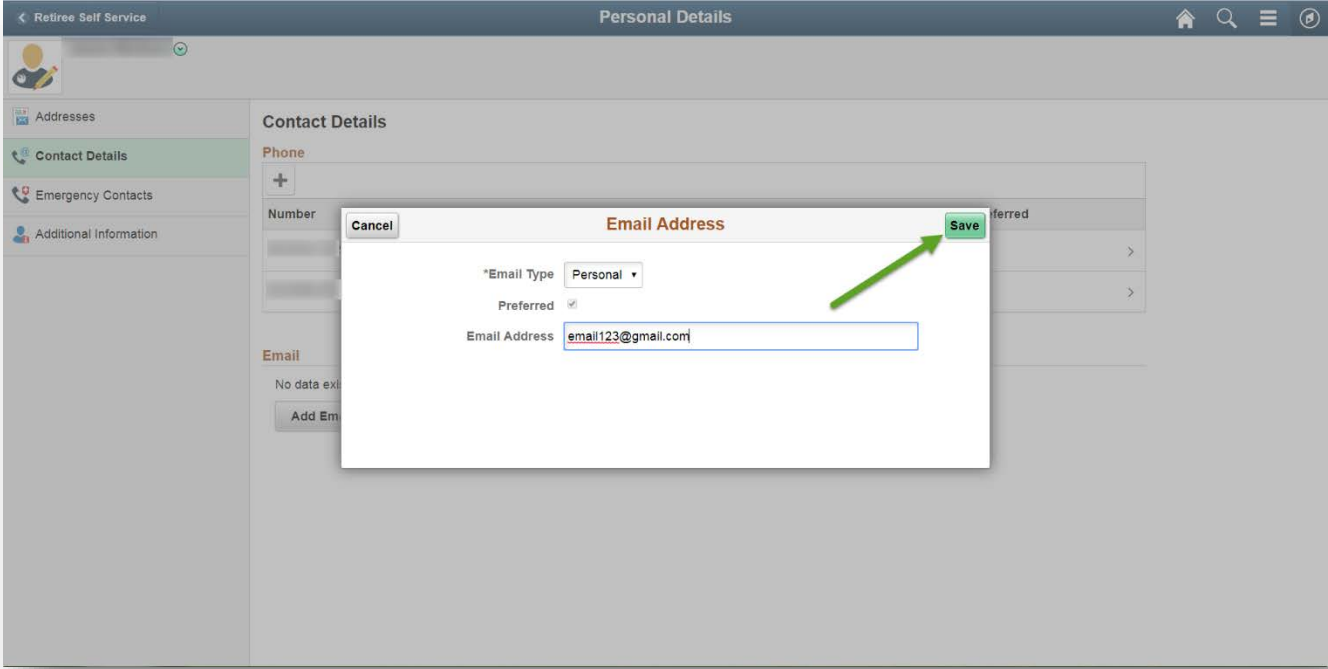
6. Select an **Email Type**.



7. Enter your **Email Address**.

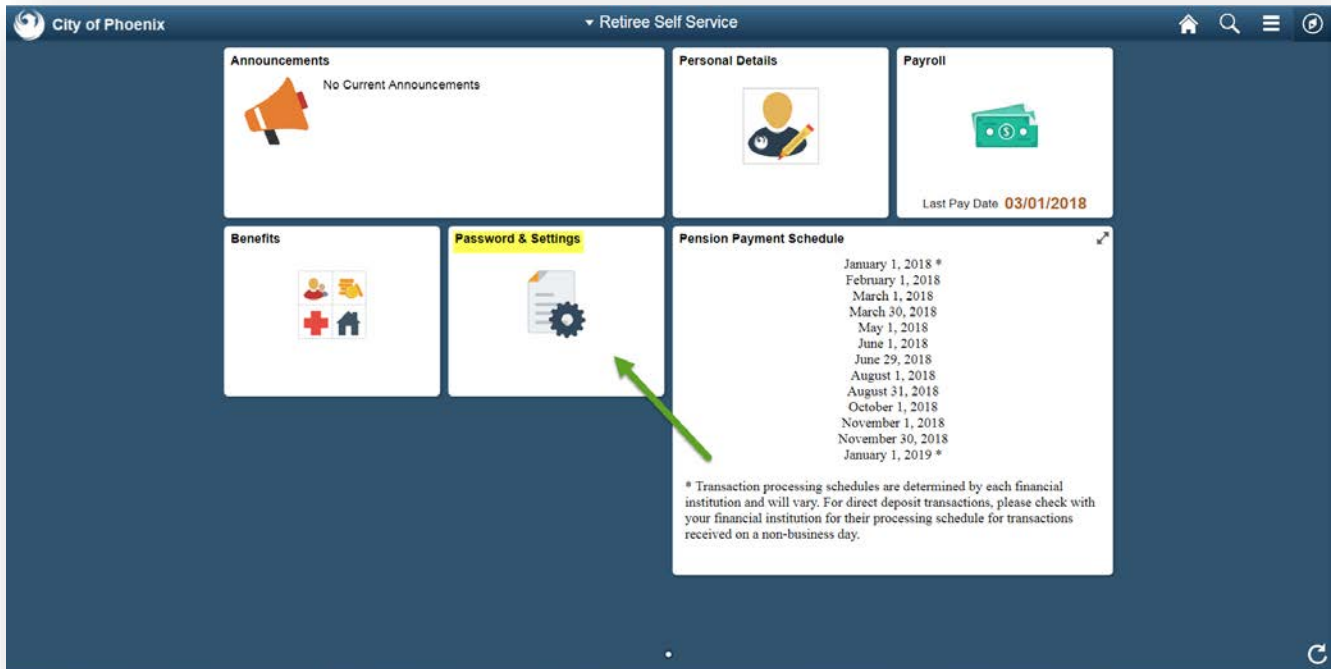


8. Click **Save**.

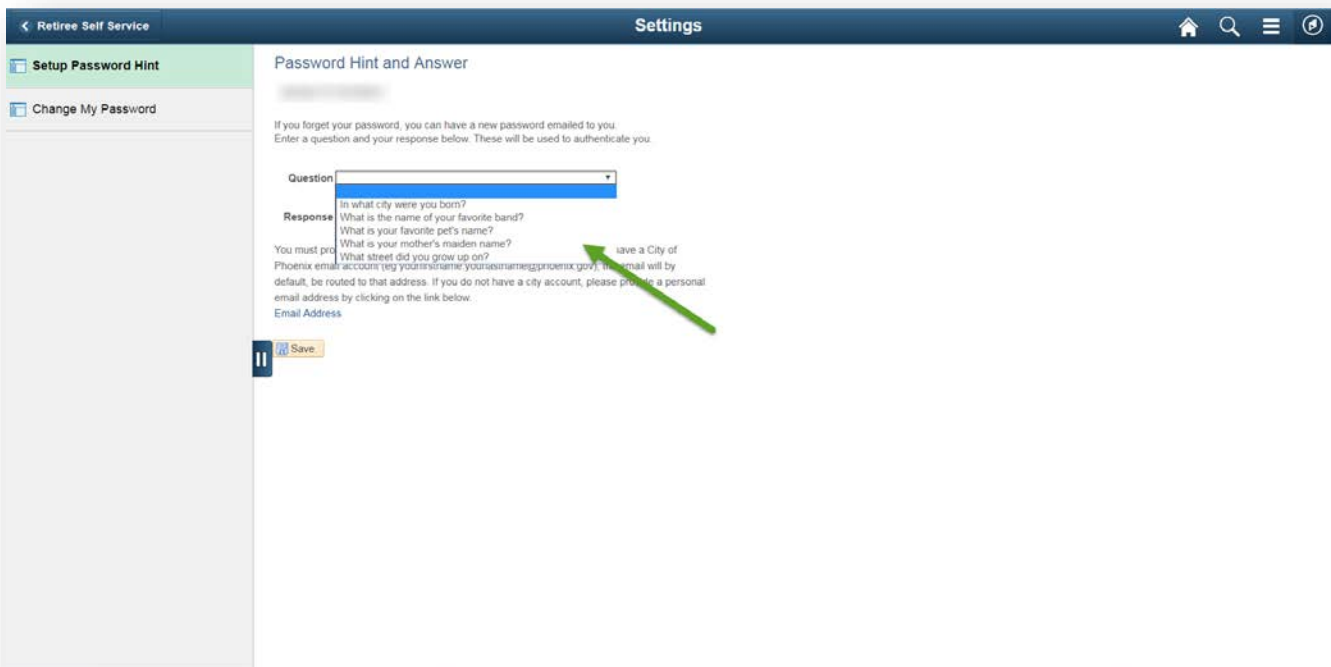


Establish Password Hint

1. Click **Password & Settings** tile.



2. Select a **Security Question**.



3. Enter a **Response** and click **Save**.

Retiree Self Service Settings

Setup Password Hint

Change My Password

Password Hint and Answer

PASSWORD HINT

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question | In what city were you born?

Select from the list of questions:

Response Phoenix

You must provide an email address to use the Password Hint utility. If you have a City of Phoenix email account (eg yourfirstname.yourlastname@phoenix.gov), the email will by default, be routed to that address. If you do not have a city account, please provide a personal email address by clicking on the link below.

Email Address

Save