**Personal Information**

Menu > Myself > Personal > Name, Address, or Telephone > Change Name, Address or Telephone

* Primary e-mail must remain your @lfra.org

**Income Tax Withholdings (W-4 Form)**

Menu > Myself > Pay > Income Tax > Add/Change Withholding Form (W-4)

**Direct Deposit**

Menu > Myself > Pay > Direct Deposit > Add Direct Deposit (or click on Account number to edit)*

* One account must always have “available balance” as the Amount
Emergency Contact(s)

Menu > Myself > Pay > Personal > Emergency Contacts > Add Emergency Contacts