

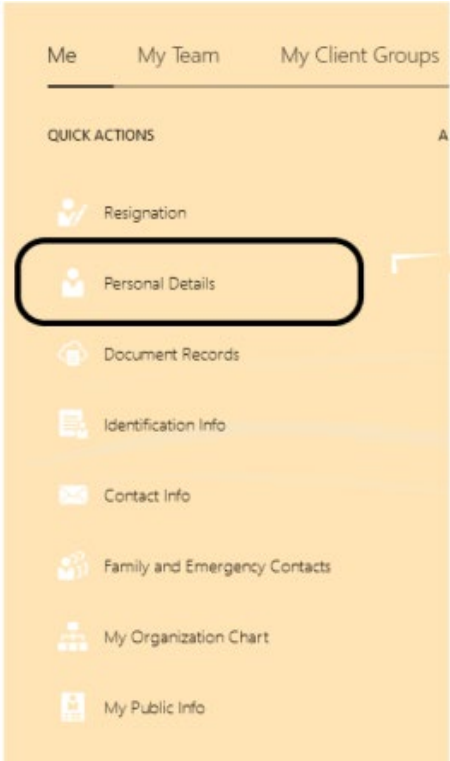
Personal Information Change - Gender

This guide describes how to update your gender.

Audience: All

Walkthroughs:

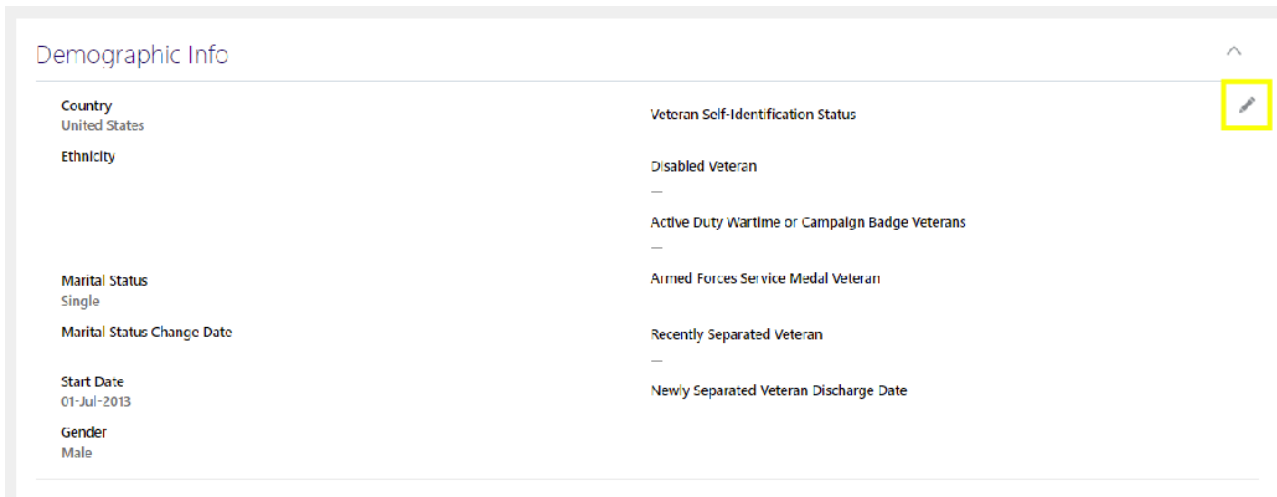
- 1.0 Navigation Path
- 1.1 Update Your Gender

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path From the Home Screen > Me <p>From the “Me” tab.</p> <ul style="list-style-type: none"> • Click on “Personal Details”.  <p>The screenshot shows a mobile application interface with a top navigation bar containing 'Me', 'My Team', and 'My Client Groups'. Below this is a 'QUICK ACTIONS' section with a list of options: 'Resignation', 'Personal Details' (highlighted with a black rounded rectangle), 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', and 'My Public Info'.</p>

Update Your Gender

To update your gender, on the Personal Details screen, and in the “Demographic Info” section.

- Click the “Pencil” icon.



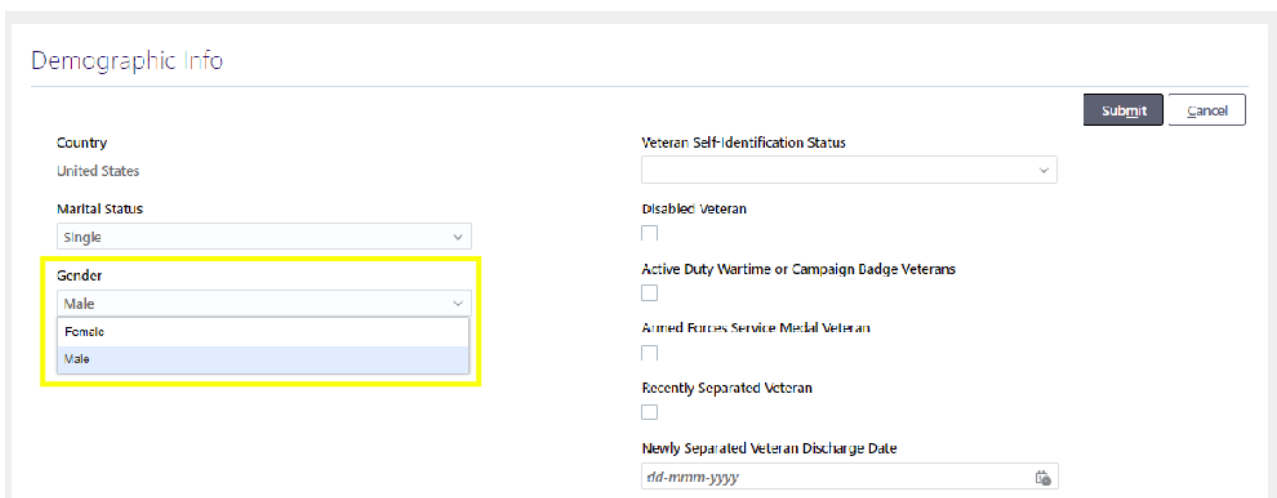
Demographic Info

Country United States	Veteran Self-Identification Status
Ethnicity	Disabled Veteran —
Marital Status Single	Active Duty Wartime or Campaign Badge Veterans —
Marital Status Change Date	Armed Forces Service Medal Veteran
Start Date 01-Jul-2013	Recently Separated Veteran —
Gender Male	Newly Separated Veteran Discharge Date

1.1 Update Your Gender

The fields are now editable.

- Click on the “Gender” field to see options in the drop-down menu.



Demographic Info

Country: United States

Marital Status: Single

Gender: **Female** (selected)

Veteran Self-Identification Status: [Dropdown]

Disabled Veteran:

Active Duty Wartime or Campaign Badge Veterans:

Armed Forces Service Medal Veteran:

Recently Separated Veteran:

Newly Separated Veteran Discharge Date: [Date field]

Submit Cancel

- Click “Submit.”



Submit Cancel

- Done.