

**Self Service “MyBiz (LN)”  
Module III, Chapter 3  
Updating My Information**

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**Introduction**

Self Service provides employees the ability to log into ‘MyBiz (LN)’ and update their personal information. The following pages provide a brief overview of this new functionality.

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## Update My Information

The  [Update My Information](#) function allows employees to update employee information.

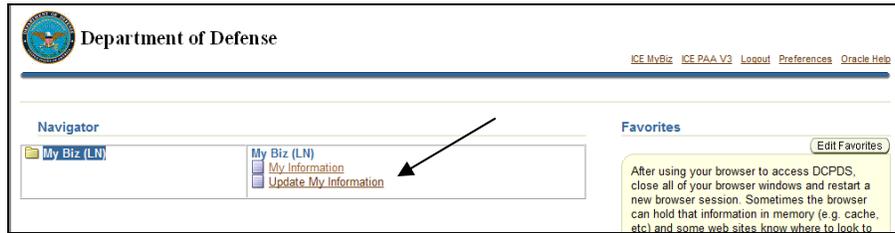


Figure 1

## Privacy Act Statement

Before you can 'view, add and/or update' your personnel information, you must  the 'Privacy Act Statement'.

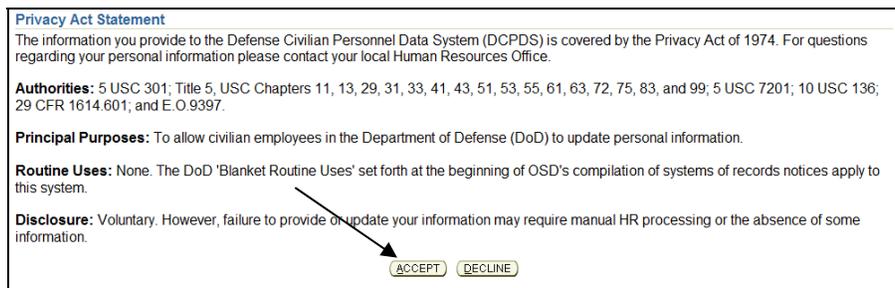


Figure 2

**Tabs** - The following is a list of the 'Tabs' with 'associated' information.

The **General Information header** includes the employee's name and work email address.



Figure 3

**The Profile tab** allows the employee the ability to update/change their security questions, answer and password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page), work email address, phone numbers and physical work address.

The screenshot shows a web interface with the following elements:
 

- Employee Name
- Work Email Address
- Two tabs: 'Profile' (circled in red) and 'Emergency Contact'.
- A section titled 'My Profile' containing a link for 'Security Question and Change Password Info'.
- Two buttons: 'Update/Review Security Question' and 'Change Password'.
- A section for 'Work Email Address' with a checked checkbox and a tip: 'TIP Please enter your Work Email Address only and select the Update button to save.' Below this is a text input field containing 'firstname.lastname@ndolph.af.mil' and an 'Update' button.

**Figure 4**

To update your security question select the [Update/Review Security Question](#) button. This information will be used to validate your information if you forget your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page)

This is a close-up of the 'Update/Review Security Question' button from the previous figure. An arrow points to the button, which is located under the 'Security Question and Change Password Info' section.

**Figure 5**

Enter the information below, and select the 'Update' button.

The screenshot shows the 'Update/Review Security Question' form with the following details:
 

- Department of Defense logo and navigation links: ICE MyBiz, ICE PAA V3, Home, Logout, Preferences.
- Form title: 'Update/Review Security Question'.
- Employee Name input field.
- 'Update' and 'Cancel' buttons.
- Required fields section:
  - \* Security Question: 'What is your city of birth' (dropdown menu).
  - \* Security Answer: 'San Antonio' (text input).
- Help text: 'You can change your security question by choosing a different question and keying an answer to the security question. Then click the "Update" button.'
- Footer navigation: ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences.

 An arrow points to the 'Update' button.

**Figure 6**

Once 'Update' is complete, a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

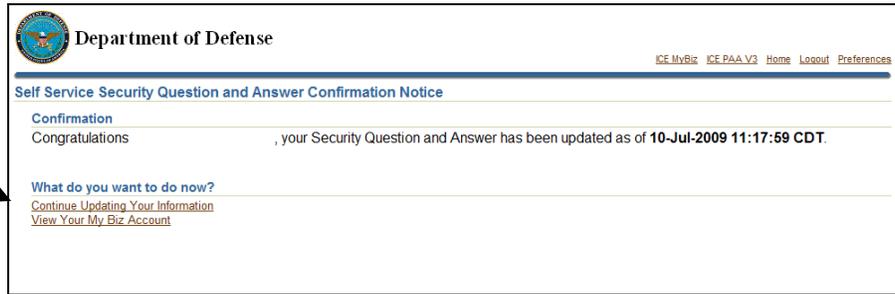


Figure 7

To change your password, select the **Change Password** button (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).

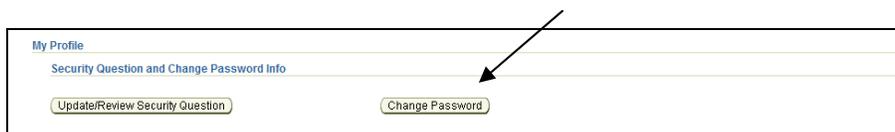


Figure 8

Enter your old password, followed by your new password twice, and then select 'Apply'. Note: You cannot 'Cancel' this action; you must reset your password (**only** for those Executive Office of the President employees who do not have access to the Defense Civilian Personnel Data System (DCPDS) Portal Page).



Figure 9

### Work Email Address

To 'Add/Update' work email address, type the new email address and then select the **Update** button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notification. In addition, email addresses are being used to communicate personnel information directly to employees.



Figure 10

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

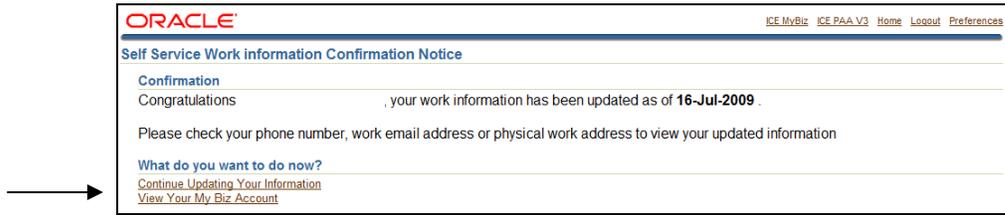


Figure 11

### Phone Numbers

To add a new phone number, click the [Add](#) button.

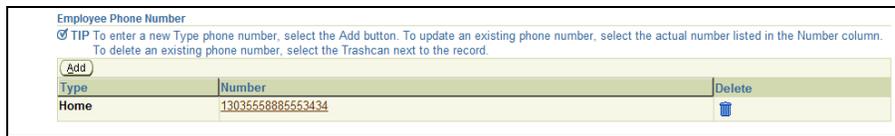


Figure 12

Select a phone type from the drop down list. Phone Type, Phone Number and Date From are required fields which are noted with an \*. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 210-123-45678 Ext 123. Once you have finished entering your phone number, select the [Submit](#) button.



Figure 13

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

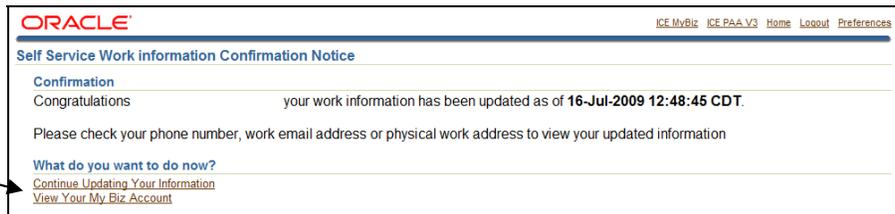


Figure 14

### Edit a Phone Number

To 'update' an existing phone number select on the phone number link [13035558885553434](#).



Figure 15

Change the phone number and click the  button.



Figure 16

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz (NAF)' menu select on [View Your My Biz Account](#) link.

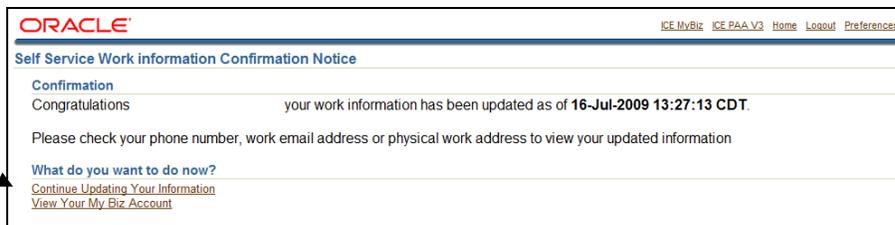
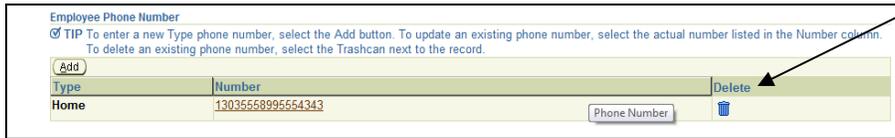


Figure 17

## Delete a Phone Number

To delete a phone number, click the  button next to the number you want to delete.



Employee Phone Number  
 ✓ TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

| Type | Number            | Delete |
|------|-------------------|--------|
| Home | 13035558995554343 |        |

Figure 18

A warning screen displays; select the  button to process the delete. If you want to cancel the delete, select the  button.

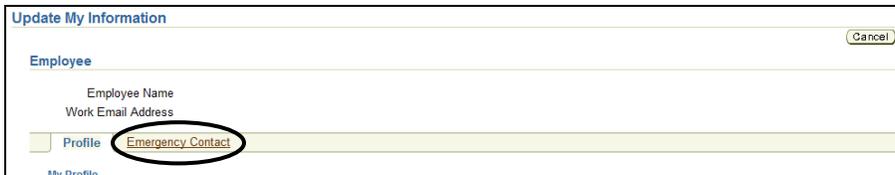


Warning  
 Are you sure you want to delete this Phone Number (13035558995554343)?

Figure 19

**Emergency Contact tab** contains employee’s emergency contact information.

Select the link **Emergency Contact** to ‘add, change or remove’ your emergency contact information.



Update My Information (Cancel)

Employee

Employee Name  
 Work Email Address

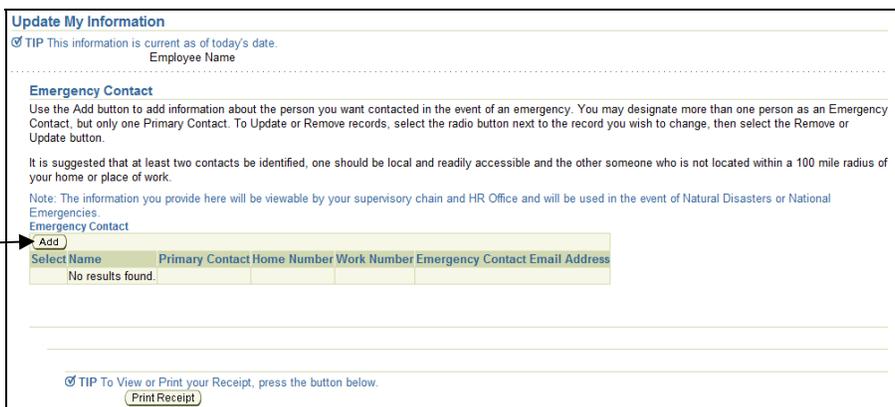
Profile **Emergency Contact**

[My Profile](#)

Figure 20

## Adding Emergency Contact Information

To ‘add’ information on an emergency contact person, select the ‘Add’ button.



Update My Information  
 ✓ TIP This information is current as of today's date.  
 Employee Name

**Emergency Contact**  
 Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.

Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact



| Select Name       | Primary Contact | Home Number | Work Number | Emergency Contact | Email Address |
|-------------------|-----------------|-------------|-------------|-------------------|---------------|
| No results found. |                 |             |             |                   |               |

✓ TIP To View or Print your Receipt, press the button below.

Figure 21

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the **Next** button.

**Emergency Contact : Add** Cancel Next

TIP This information is current as of today's date.  
Employee Name

---

Use this page to provide emergency contact information.  
\* Indicates required field

**General Information**

\* First Name   
Middle Name   
\* Last Name   
Email Address   
 Primary Contact

TIP Do not add any contacts that are under the age of 18.

**Residence Address**

TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

Use my address for this person.

**Phone Numbers**

| Type | Number       | Delete |
|------|--------------|--------|
| Home | 999-999-9999 |        |

[Add Another Row](#)

Cancel Next

**Figure 22**

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information select the **Cancel** button.

**Update My Information: Review** Cancel Printable Page Back Submit

TIP This information is current as of today's date.  
Employee Name

---

Review your information below and select the Submit button to apply your changes.  
 Indicates Changed Items.

**Maintain Contact**

| Contact         | Proposed                       |
|-----------------|--------------------------------|
| First Name      | FirstName                      |
| Middle Name     | MiddleName                     |
| Last Name       | LastName                       |
| Email Address   | firstname.lastname@hotmail.com |
| Primary Contact | No                             |

**Phone**

| Phone | Proposed     |
|-------|--------------|
| Home  | 999-999-9999 |

Cancel Printable Page Back Submit

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

**Figure 23**

## Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contacts name, and then select the **Update** button.

**Update My Information**  
 TIP This information is current as of today's date.  
 Employee Name

---

**Emergency Contact**  
 Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.  
 It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.  
 Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact  
 Select Emergency Contact **Update** **Remove** **Add**

| Select Name  | Primary Contact | Home Number  | Work Number | Emergency Contact | Email Address                  |
|--|-----------------|--------------|-------------|-------------------|--------------------------------|
| <input checked="" type="radio"/> LastName, FirstName<br>MiddleName | No              | 999-999-9999 |             |                   | firstname.lastname@hotmail.com |

Figure 24

Make the necessary updates and select the **Next** button.

**Emergency Contact : Update** **Cancel** **Next**

TIP This information is current as of today's date.  
 Employee Name

---

Use this page to provide emergency contact information.  
 \* Indicates required field

**General Information**

\* First Name   
 Middle Name   
 \* Last Name   
 Email Address   
 Primary Contact   
 Relationship   
 TIP Do not add any contacts that are under the age of 18.

**Residence Address**  
 TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.  
 Use my address for this person.

**Phone Numbers**

| Type | Number       | Delete |
|------|--------------|--------|
| Home | 555-555-5501 |        |
| Work | 555-522-5200 |        |

**Cancel** **Next**

Figure 25

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information select the **Cancel** button.

Update My Information: Review

Cancel Printable Page Back Submit

TIP This information is current as of today's date.  
Employee Name

Review your information below and select the Submit button to apply your changes.  
Indicates Changed Items.

Maintain Contact

Contact

|            | Current   | Proposed  |
|------------|-----------|-----------|
| First Name | FirstName | FirstName |
| Last Name  | LastName  | LastName  |

Phone

|      | Current      | Proposed       |
|------|--------------|----------------|
| Home | 555-555-5500 | 555-555-5501 • |
| Work | 555-522-5200 | 555-522-5200   |

Cancel Printable Page Back Submit

Figure 26

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

Confirmation

Your changes have been applied.

Return to Overview

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Figure 27

A 'Warning' page will be displayed if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

Warning

Do you want to cancel this action?

Your new action will be canceled.

No Yes

Figure 28

## Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.

**Update My Information**  
 TIP This information is current as of today's date.  
 Employee Name

**Emergency Contact**  
 Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.  
 It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.  
 Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.

Select Emergency Contact (Update) **Remove** (Add)

| Select Name   | Primary Contact | Home Number  | Work Number | Emergency Contact Email Address |
|---|-----------------|--------------|-------------|---------------------------------|
| <input checked="" type="radio"/> LastName, FirstName MiddleName | No              | 999-999-9999 |             | firstname.lastname@hotmail.com  |

Figure 29

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.

**Department of Defense**  
 ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

**Remove Contact**  
 TIP This information is current as of today's date. (Cancel) (Next)

To remove this contact, select the next button. To cancel this action, select the cancel button.  
 \* Indicates required field

Name:  LastName,  FirstName  MiddleName  
 Relationship:  Emergency Contact  
 End Date:  16-Jul-2009

(Cancel) **Next**

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Figure 30

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information select the **Printable Page** button. To exit without removing your contact person, select the **Cancel** button.

**Update My Information: Review**  
 TIP This information is current as of today's date. (Cancel) (Printable Page) (Back) (Submit)

Employee Name

Review your information below and select the Submit button to apply your changes.  
 Indicates Changed Items.

**Remove Contact**

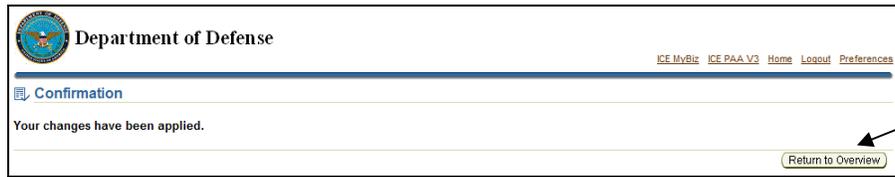
| Removed                                      |
|--|
| Contact Name: LastName, FirstName MiddleName |
| Contact Type: Emergency                      |
| Relationship: Emergency Contact              |
| End Date: 16-Jul-2009                        |

(Cancel) (Printable Page) (Back) **Submit**

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Figure 31

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.



**Figure 32**

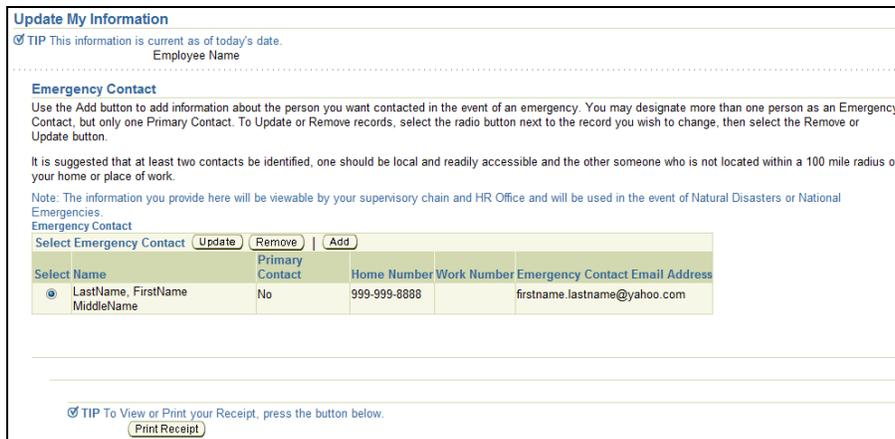
A 'Warning' page will display if you selected **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.



**Figure 33**

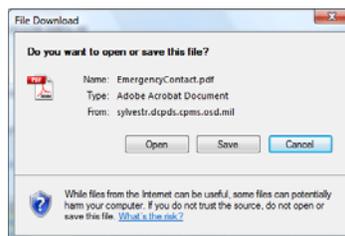
### Printing Receipt

To print a receipt, select the **Print Receipt** button.



**Figure 34**

The receipt can either be saved to your computer or can be opened and printed. To open the receipt select the **Open** button.



**Figure 35**

**Printed Receipt**

To print the 'Receipt', select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

**Emergency Contact: Receipt**

**Contact Information**

| "For Official Use Only - Privacy Act Sensitive Information" |   |
|---|---|
| Employee Name   |   |
| Employee Home Phone   | 13035558995554343                         |
| Employee Work Phone   |   |
| Employee Home Address                                       | 1010 OCEAN DRIVE SAN DIEGO CA 22222<br>US |
| Employee Email Address                                      | firstname.lastname@randolph.af.mil        |
| Contact # 1   |   |
| Primary Contact   | No  |
| First Name  | FirstName                                 |
| Middle Name   | MiddleName                                |
| Last Name   | LastName                                  |

**Figure 36**