Modifying Your Personal Information

Accessing Your Worker Profile Page
1. Log in to FermiWorks.
2. Click your name or photo on the top-right of the page.
3. Click View Profile. Your Worker Profile page displays.
All other instructions on this quick reference card start from the Worker Profile page.

Adding or Changing Your Contact Information
1. Click the Contact tab.
2. Click Edit.
3. Enter or modify any information.
4. Click Submit.

Adding or Changing Emergency Contacts
1. Search for the Change My Emergency Contacts task.
2. Enter or modify your emergency contacts.
3. Click Submit.

Modifying Your Personal Information
1. Click the Personal tab.
2. Click Edit.
3. Click the Edit icon to edit existing information, or the Plus icon to add new information.
4. Click Submit.

Viewing Your Identity Paperwork
1. Click the Personal tab.
2. Select the IDs link in the navigation ribbon.

Changing Your Government IDs and Licenses
1. Click the Personal tab.
2. Select the IDs link in the navigation ribbon.
3. From the Edit pull-down menu, select Change My Government IDs or Change My Licenses.
4. Modify any information.
5. Click Submit.

Changing Your Legal or Preferred Name
1. Click the Related Actions icon next to your name.
2. Select Personal Data > Change My Legal Name.
3. Enter your new information, including any required information.
4. Click Submit.
5. Click To Do to submit name change proof or Done to submit later.

Adding and Viewing Your Social Networks
1. Click the Related Actions icon next to your name.
2. Select Personal Data > Maintain Social Network.
3. Click Edit to edit an existing network, or Add Social Network Account to add a new network. You can maintain up to four networks.
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4. Enter the social network and user name or web address you want to add. You may only add one account for each social network.

5. Click OK > Done.

Deleting a Social Network

1. Click the Related Actions icon next to your name.
2. Select Personal Data > Maintain Social Network.
3. Click Delete next to the appropriate network.
4. Click Submit > Done.

Viewing Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, and more.

1. Click the Related Actions icon next to your name.
2. Select Worker History. Your business process history displays.
3. Click View Worker History by Category. The data is segmented into different tabs to make it easier for you to review your history.

Importing Your Profile from LinkedIn

1. Click the Job tab.
2. Click the Import from LinkedIn button. You will be prompted to sign in to LinkedIn before your LinkedIn information can post to your worker profile.
3. Review each page of information and click the Edit icon to make any edits.
4. Click Next to progress through all of your LinkedIn information.
5. Click Submit > Done.