

## **Step-by-Step Instructions**

## Personal Email Submission

**Performed by:** Employee (Non-Technology User)

- 1. Access the Personal Email Collector website by taking one of these actions:
  - Scan the QR Code provided in the person email submission flyer.
  - Click on this link: <u>https://zhipersonalemailcollector.azurewebsites.net/</u>
- 2. The below page should appear. Click Next.

ZACHRY Hom

Welcome to Personal Email Collector
We've crafted a seamless and secure experience for you to submit your personal email addresses.
Follow the straightforward steps, beginning with entering your employee number, verifying your identity, and then providing your personal email address. Upon completion, you'll be greeted with a thank-you page. Feel free to return anytime to update your personal email.
We appreciate your use of our appl
Next >>

3. Enter your full **First and Last Name** (e.g., John Doe), then enter your 10 digit **Zachry EIN**. Click **Next**.

ZACHRY Home	
	step 1: Identify
	Press Next button when done.
	First and Last Name:
	EIN:
	<< Back Next >>

4. Confirm your *Name*, *EIN*, and *Occupation* are correct. If correct, click **Next**. Otherwise, press the **Back** button and try re-entering your information again.

_

5. On the next page, enter a valid personal e-mail. You will use this personal e-mail to access your personal profile in the new Oracle HCM system. Click **Next**.

Press Next button	when done.	
Personal Email:		
Re-type Personal Emai	l:	

6. If completed successfully, a Thank You screen will appear. The process is now complete.

ZACHRY	Home	
		STEP 4: Thank You!
		We have received your input. You are done here.