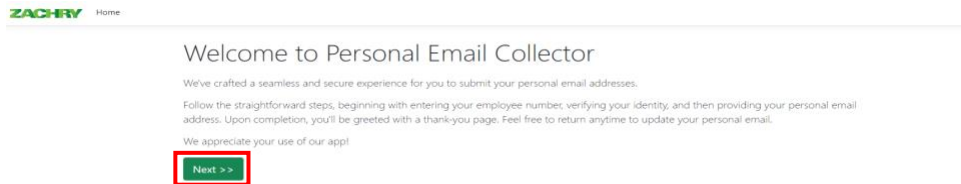## Step-by-Step Instructions

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: https://zhipersonalemailcollector.azurewebsites.net/

2. The below page should appear. Click **Next**.

3. Enter your full **First and Last Name** (e.g., John Doe), then enter your 10 digit **Zachry EIN**. Click **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.
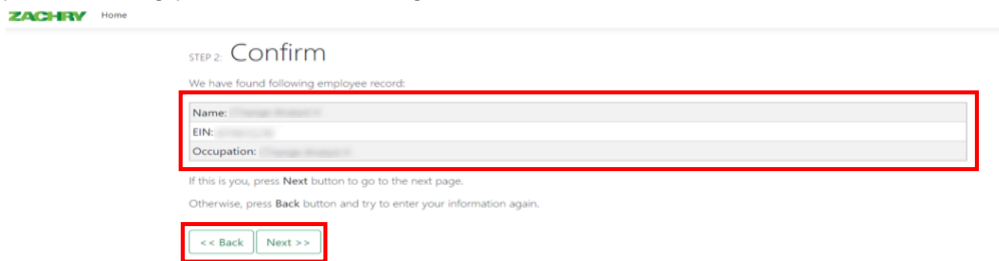
5. On the next page, enter a valid personal e-mail. You will use this personal e-mail to access your personal profile in the new Oracle HCM system. Click **Next**.
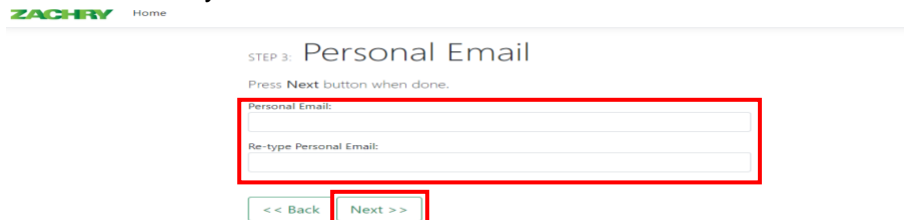
6. If completed successfully, a Thank You screen will appear. The process is now complete.