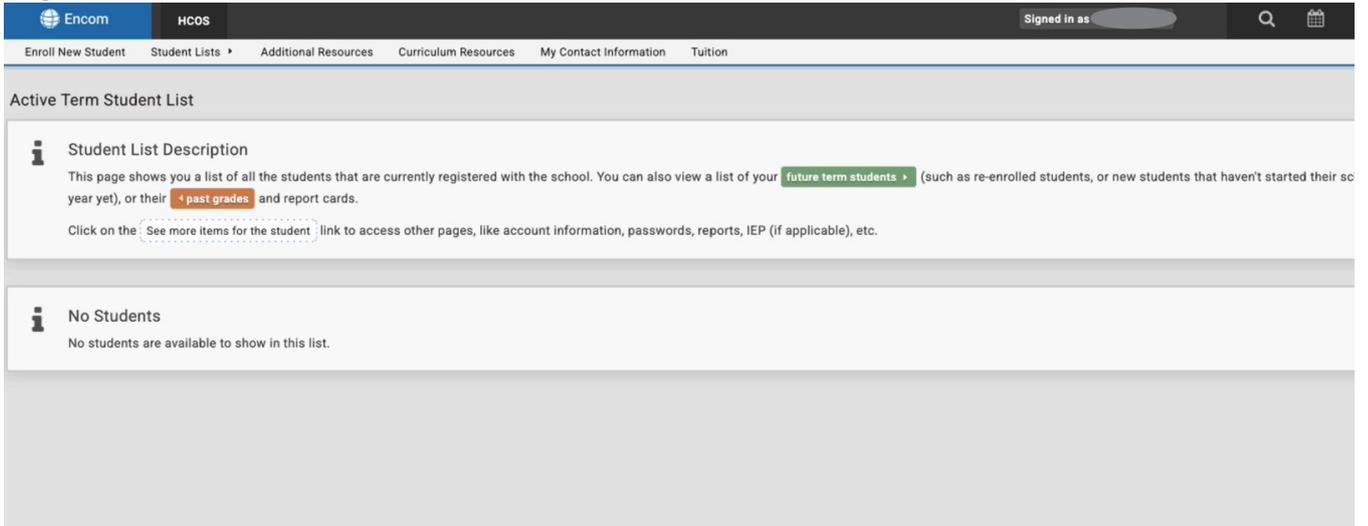
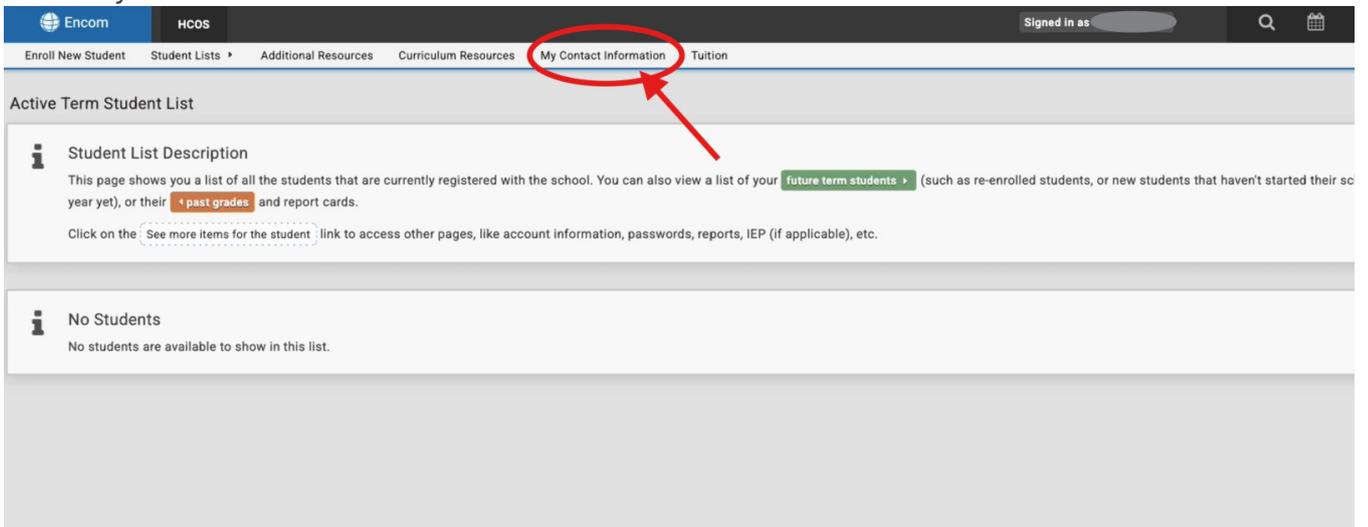


# Encom: Updating Phone Number

## 1. Log into Encom



## 2. Go to My Contact information



### 3. Update Phone Number to be able to receive text messages

The screenshot shows the 'My Contact Information' page in the Encom HCOS system. The page is titled '- Contact Information' and contains two main sections: 'Information' and 'Home Address'. The 'Information' section includes fields for First Name, Last Name, Email Address (with a confirmation field), Occupation, Phone Number, Cell Number, and Fax Number. The 'Home Address' section includes fields for Home Address, City, and Province/State (with a dropdown menu). A red circle highlights the 'Cell Number' field, and a red arrow points to it from the right side of the page.

Field	Value
First Name	[Redacted]
Last Name	[Redacted]
Email Address	[Redacted]
Confirmation Email Address	[Redacted] (Please confirm the address by entering it a second time)
Occupation	[Redacted]
Phone Number	[Redacted]
Cell Number	[Redacted]
Fax Number	[Redacted]
Home Address	[Redacted]
City	[Redacted]
Province/State	Other (fill in below)

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