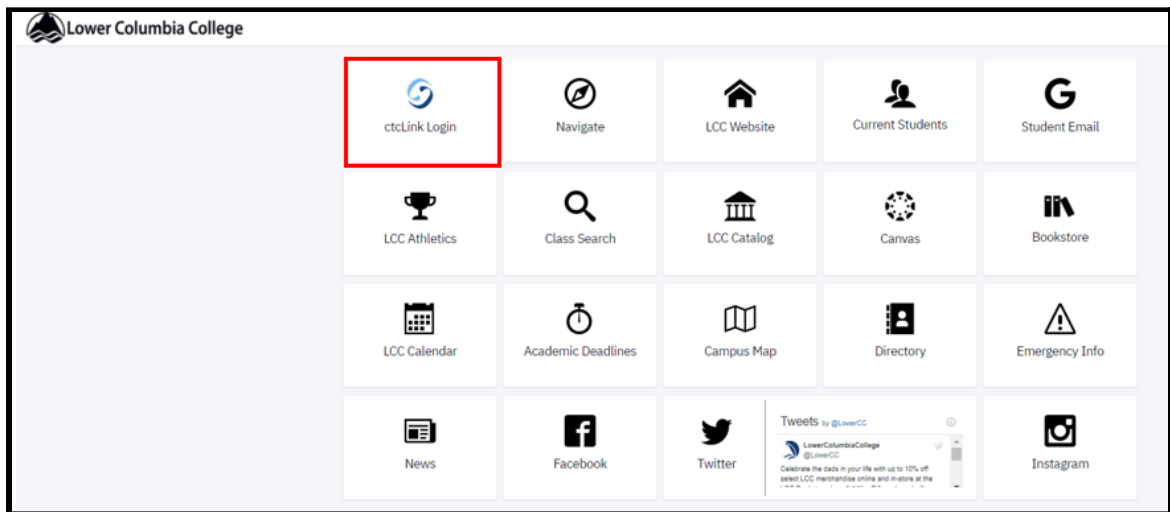# How to update contact details in ctcLink (address, email and phone)

1. Select the ctcLink Login tile, either from the **mobile app** or the web version available at **m.ctclink.us**.
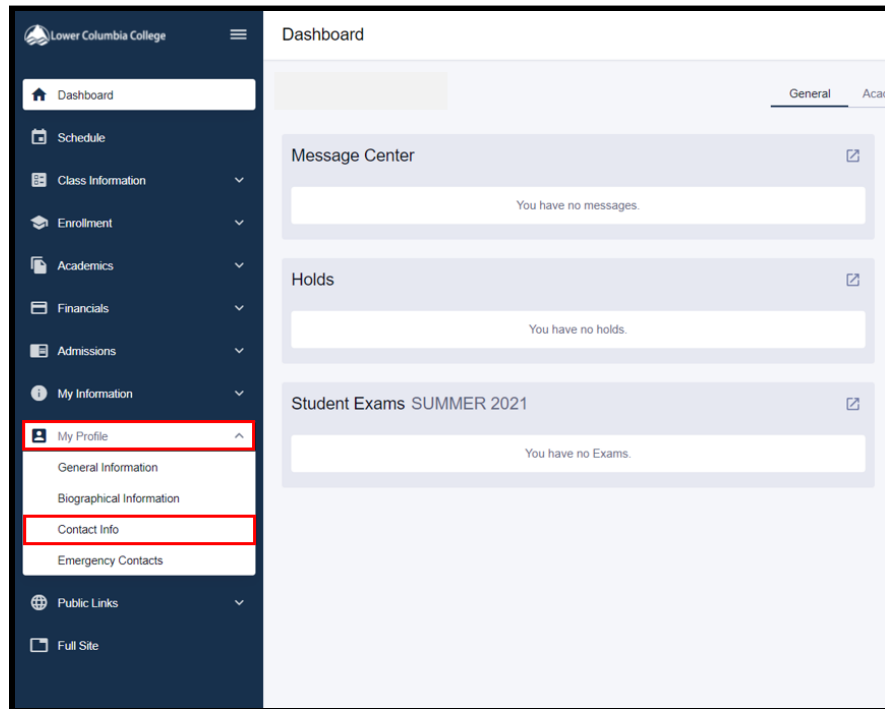

2. Enter your ctcLink ID number and password to log in.

   If you have not activated your account, select the ***"First Time User"*** *link to complete account activation.*

3. Select the **My Profile** menu on the sidebar navigation.
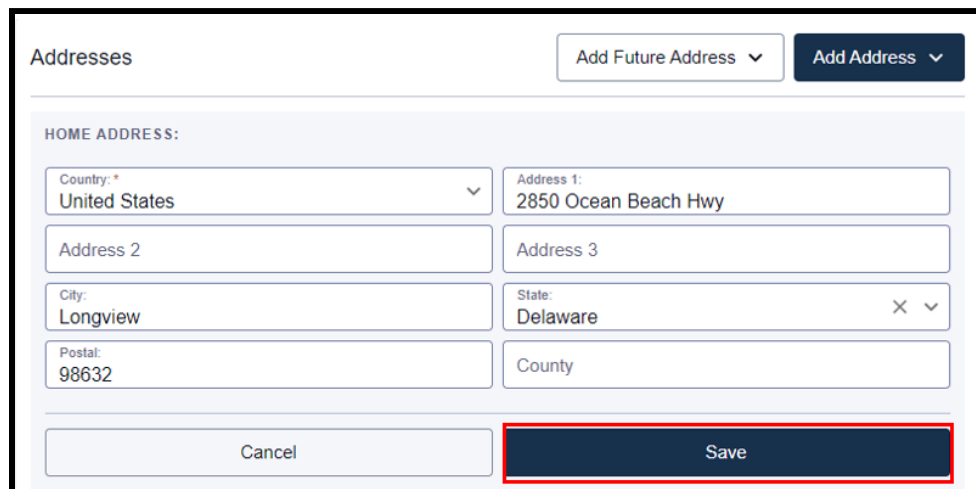
4. Select the **Contact Info** menu item.

5. The **Contact Info** page displays to the right.

6. In the **Addresses** section, select the pencil icon to update your address. The **Add Address** button can be used to add an additional address type.
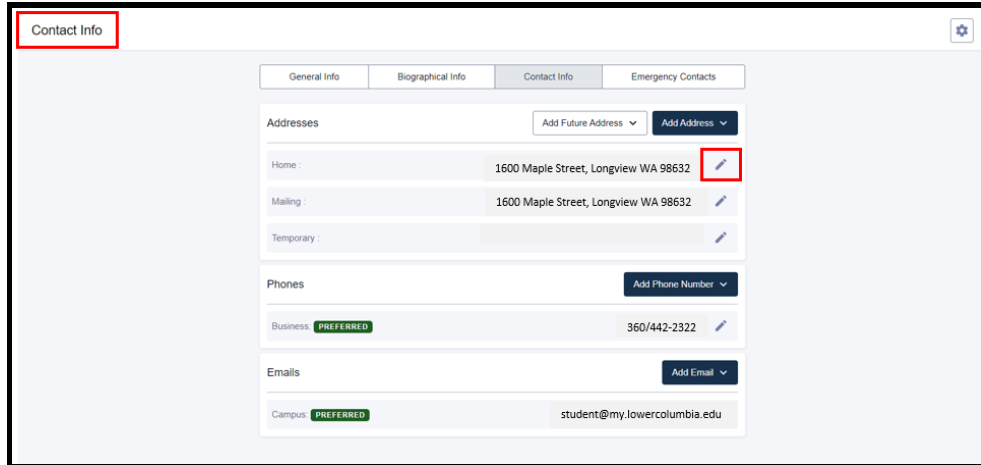
7. The **Home Address** fields display.

8. Edit the address.

9. Select the **Save** button.

10. The Address is now updated.

11. In the Phones section, select the pencil icon to update your phone number.

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*The **Add Phone Number** button can be used to add additional phone types.Select the phone type from the drop-down menu.*

12.   The Phone fields display for editing.

13. Update the phone number or enter a new phone number, if adding a new phone type. Check the box *Make this phone preferred*, if applicable.

14. Select the **Save** button.

15. Under the **Emails** section, select the pencil icon to update your email address.

*The **Add Email** button can be used to add additional email types.Select the email type from the drop-down menu.*

16. The Email fields display to edit.

17. Update the email address or add a new email address, if adding a new email type. Check the box ***Make this email preferred***, if applicable.

18. Select the **Save** button.