

Update Your Contact Information for Company Notifications

Purpose of this Job Aid

In some situations, NJM may send you an automated notification (e.g., delayed opening due to adverse weather). Under that type of circumstance, you have the option of choosing how you want to be notified. Please indicate if you would like to receive a notification by phone call, text message, or both. All notifications will be sent to your Primary Home Phone unless you enter an additional phone number. Also check www.njm.com/employee or call **1-866-CALL-NJM** for company information and updates.

Getting Started

1. To start, go here: Personal Information → Contact Information.
2. A table with your Home Contact Information will display:

Click **Edit** to adjust the information in the tables.

Home Contact Information
2 items

Address	Usage	Visibility	Shared With	Effective Date
123 Main St Trenton, NJ 08628 United States of America	Home (Primary) Home	Private	Child Twentytwo Joe Smith	11/29/2016
456 Third Street West Trenton, NJ 08628 United States of America	Home Mailing	Private		11/29/2016



Phone Number
2 items

Phone Number	Device	Usage	Visibility	Shared With
+1 (609) 444-7777	Landline	Home (Primary)	Private	
+1 (908) 852-9621	Company Notification by Text	Home	Private	

All notifications will be sent to the Home (Primary) phone number.

If you do not wish to have this number used for notification purposes, click on **Edit** and add the phone number to the **Additional Phone** section with a Device of “Company Notification by Phone” or “Company Notification by Text.”

How to Edit Your Contact Information for Company Notifications

1. After clicking on the **Edit** button, you will see sections under Home Contact Information (refer to the image on the right): Primary Address, Additional Address, Primary Phone, Additional Phone, etc.
2. Click on the **Edit icon**  or **Add button** to adjust the information within each section. When you are finished, click on the **Save icon**  to move onto the next section.


Helpful information as you complete each section:

Field	Information
Primary Phone	<ul style="list-style-type: none"> You will automatically receive a phone call to your Primary Phone for emergency notifications. To override the use of your Primary Phone for emergency notification, add another phone number to the Additional Phone section.
Additional Phone: Phone Device	<ul style="list-style-type: none"> To specify whether or not the additional phone number(s) receive a call or text, choose a Phone Device of “Company Notification by Phone” or “Company Notification by Text” when entering the number. Note: Text notifications can only be sent to mobile phones.
Primary/ Additional Phone: Details > Visibility	<ul style="list-style-type: none"> Select Private if you do not want the phone number to be visible outside of your management hierarchy. Select Public if you want this phone number to be visible to all employees.

3. Once you are finished entering/adjusting all of your Home contact information, click **Submit** at the bottom of the page.

Home Contact Information



Primary Address

Address 123 Main St, Trenton, NJ 08628 

Usage Home

Visibility Private


Additional Address

Address 456 Third Street, West Trenton, NJ 08628  



Usage Mailing

Visibility Private

Primary Phone

Phone +1 (609) 444-7777  (Landline)

Additional Phone

Phone +1 (908) 852-9621   (Company Notification by Text)
