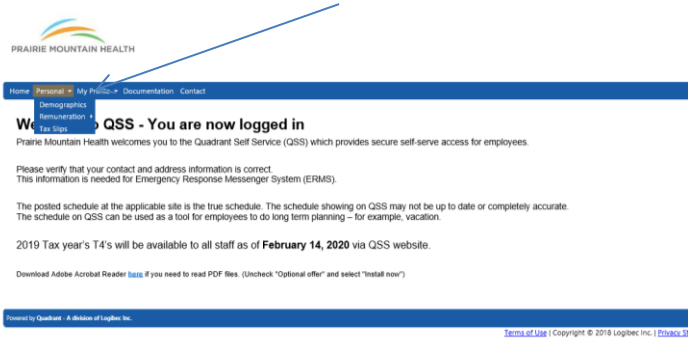
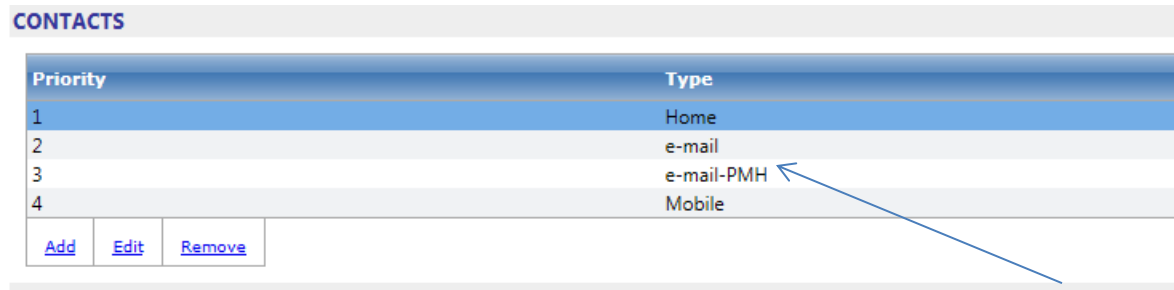


# Editing Demographic Information in QSS

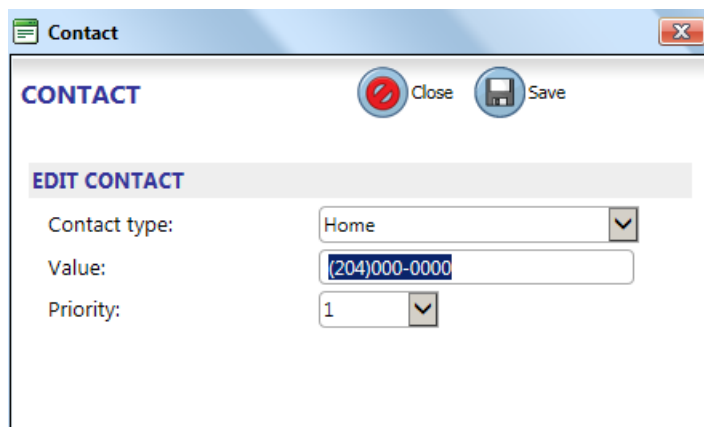
1. Go to Personal / Demographics.



2. Click directly on the demographic type to edit. The edit button is now available to use.



3. Select Edit. The following screen will open.



4. Make the necessary changes and select save.

Please refer to the example below to select the priority of your contact information.

Example: Home – 204-123-4567 (Priority 1)

Mobile – 204-987-6543 (Priority 2)

e-mail-PMH – [abcd@pmh-mb.ca](mailto:abcd@pmh-mb.ca) (Priority 3)

e-mail – [4321@pmh-mb.ca](mailto:4321@pmh-mb.ca) (Priority 4)

4. Follow the same steps to edit the address field.

**NOTE:**

**Any changes made to address will need forms completed for benefit/pension information. Please follow up with your respective Human Resource site for the applicable forms.**