

'HOW TO' EDISON

Payroll Call Center
 Questions about your paychecks, time
 bank account information, direct deposit,
 W-2 forms, 401(k), 529, and 501(c)(29),
 or your PTO have contact the Payroll Call
 Center at:
 1-877-844-0875 or
 815-743-9600 (Toll Free)

DOH Service Center
 Questions about Salary, Performance
 Management, or Pensions & Post-Retiree
 benefits. Monday - Friday, 8:00am - 4:00pm CT
 Phone: 815-743-4841
 Email: do_hserv@edison.com

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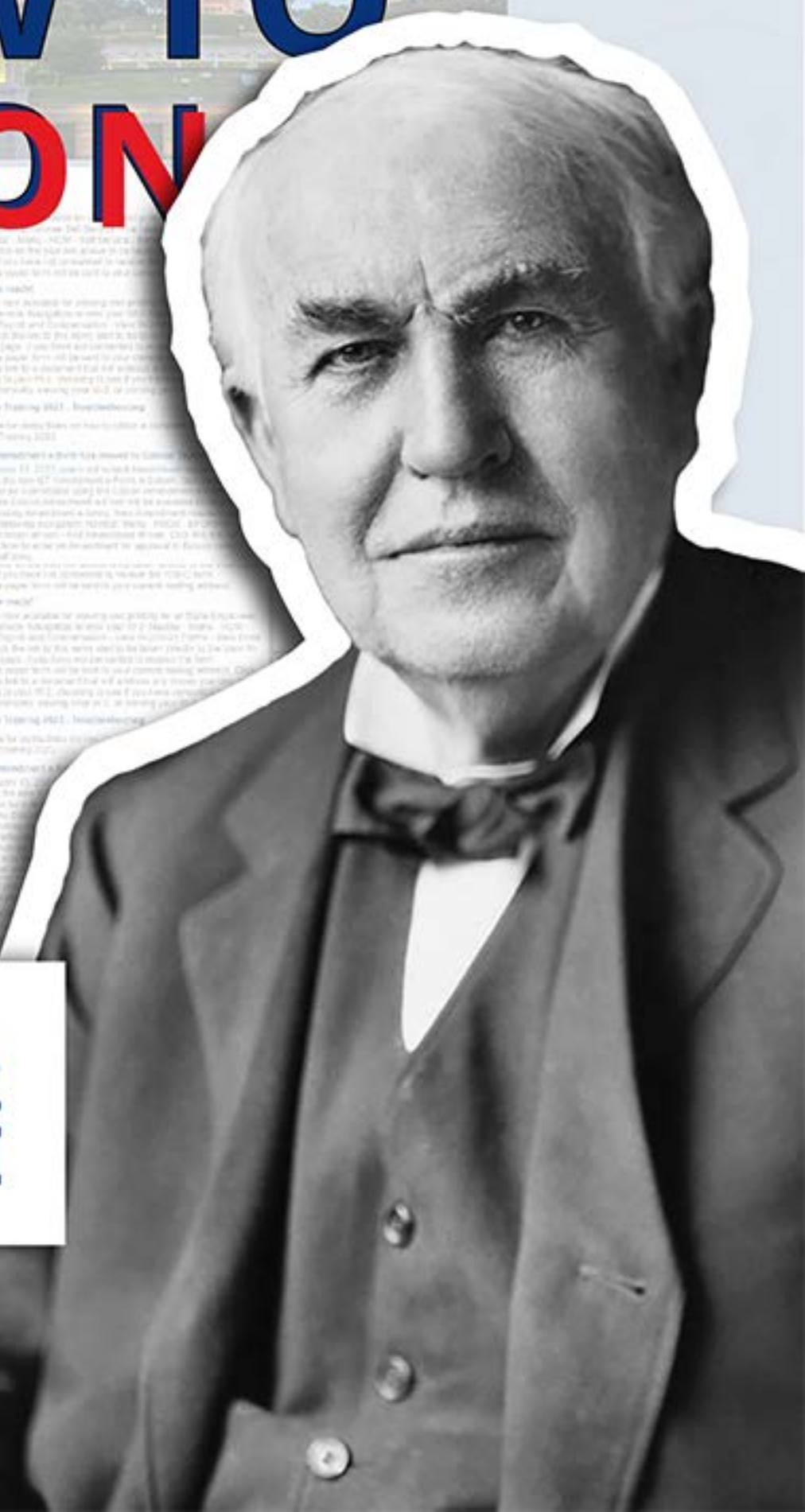
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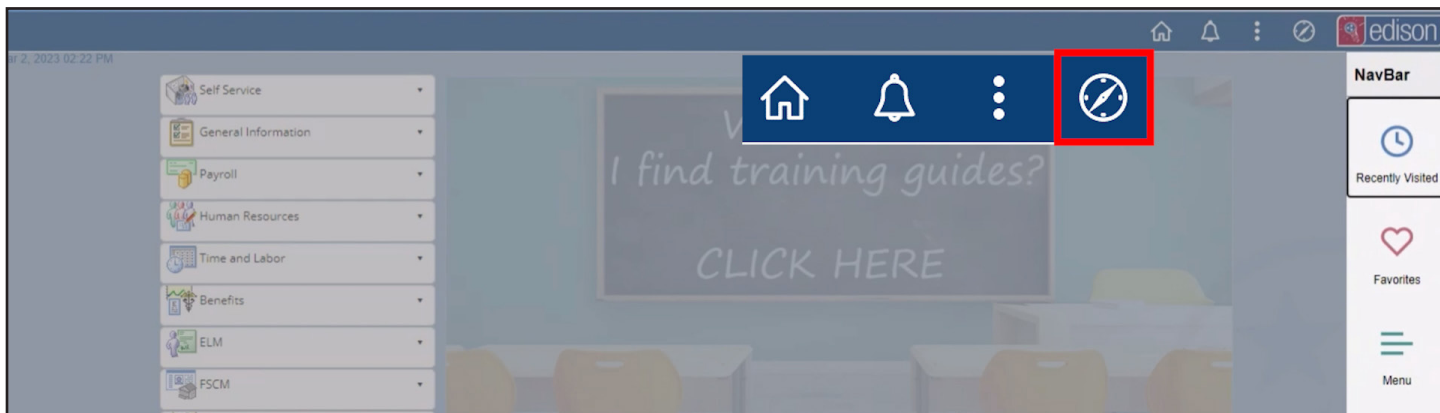


**PARTNERS
FOR HEALTH**

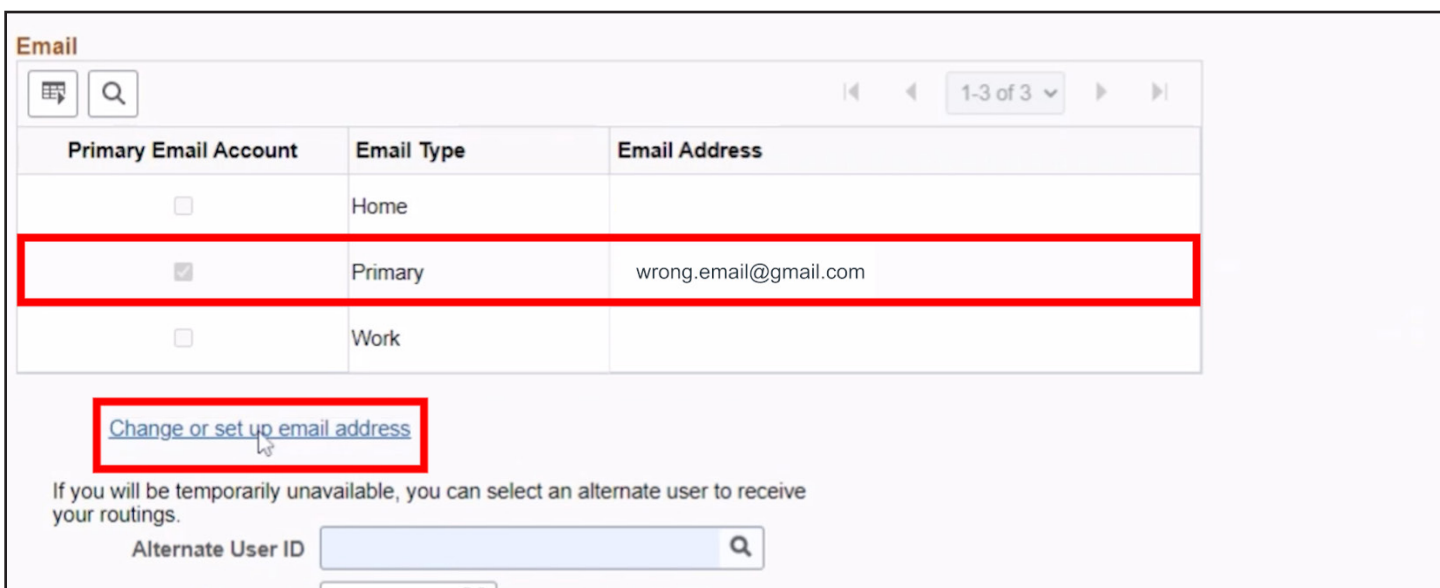
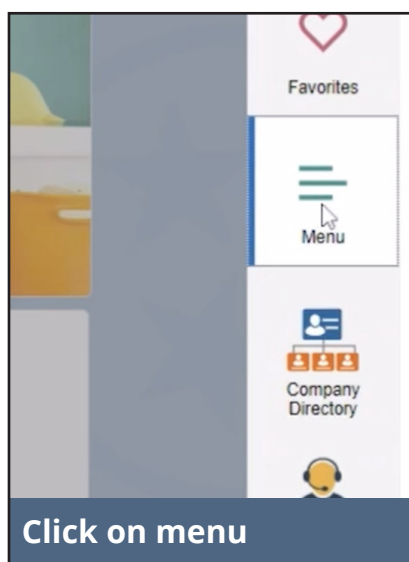
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How to check your primary email in Edison



From the Edison homepage > click the navigation icon – the one that looks like a compass



Here, you should see a checkmark next to the "Primary" email account. *This should be your work email address.* If you do not have an email address or the correct email address listed, click the "Change or setup email address" link

Home

Change or set up email address

My Access
See what you have access to

Request Access
Request access for yourself or for others

Click the "Change or setup email" image

Basic User Information

Apply Cancel

First Name
Middle Name
*Last Name

*Primary Email

Business Email
Work Email
Home Email
Other Email
Blackberry Email

* Display Name
Manager
User Login
Telephone
Locale
Timezone

PARTNERS FOR HEALTH

Enter (or replace) the "Primary Email Account" field - again - using your work email

* Required fields

Apply Cancel

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ame
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mail

mail

Then, click Apply