

TIMEONLINE

Employee - Update Your Email Address

1. Using your Employee ID, log into [UEI Employee Online](#).
2. Under "Personal Information", select "Home Address".
3. At the bottom of this screen, select "Edit".
4. Update your email address and/or your home mailing address.
5. Select "Save".

Your email change will be transferred to TimeOnline via our nightly update and will be in effect the following day.