



HOW-TO GUIDE

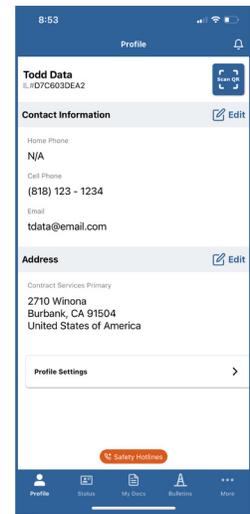
CS ACCESS Mobile App



Update your contact information and correspondence preferences

Update your contact information:

1. Download the CS ACCESS mobile app from the app store (currently on Apple iOS and Android).
2. Sign in using your CS Portal Account credentials.
3. To edit your phone number and email, tap on the "Edit" button next to Contact Information.
4. Once done editing, tap "Save Changes."
5. To edit your address, tap on the "Edit" button next to Address.
6. Once done editing, tap "Save Changes."



Update your correspondence preference:

1. To edit your correspondence preference, tap on "Profile" at the bottom.
2. Then, tap "Profile Settings."
3. Select Correspondence Preference and choose either Email or US mail. Note, you must have a valid email address on file to select Email.
4. To receive CS ACCESS Push Notifications, tap the back button, choose CS ACCESS Push Notifications, and select your settings.

