

OAC Single Point Lesson

Contact Information Change – LifeatFord.com



STEP 1:

You can access www.LifeatFord.com to update your personal information, such as phone number, email, address, and emergency contacts.

Employees can access www.LifeatFord.com through the OAC Care site link, or the QR Code to the left (scanned with phone camera to open to website), using their CDSID (with @ford.com at the end) and password (Set up information provided in separate sheet).

STEP 2:

In the top right corner, you will see an icon stating “Welcome” and your first and last name. Hover the cursor over the “Welcome” icon and a drop down will appear.

STEP 3:

Select the drop down “Update My Personal Information.”

STEP 4:

A new window will open a new page titled HCM with a greeting and your name. Select “Contact Info”. This page will allow you to update your phone number, this number will be used by the Company to contact you by Robo Calls, as well as your address, to have information mailed directly to you.

Select “Contact Info” to change your phone number, address, and email.

Select “Family and Emergency Contacts” to input and update your emergency contact.

Select “Identification Info” to update your global identifier information (marital status).

