

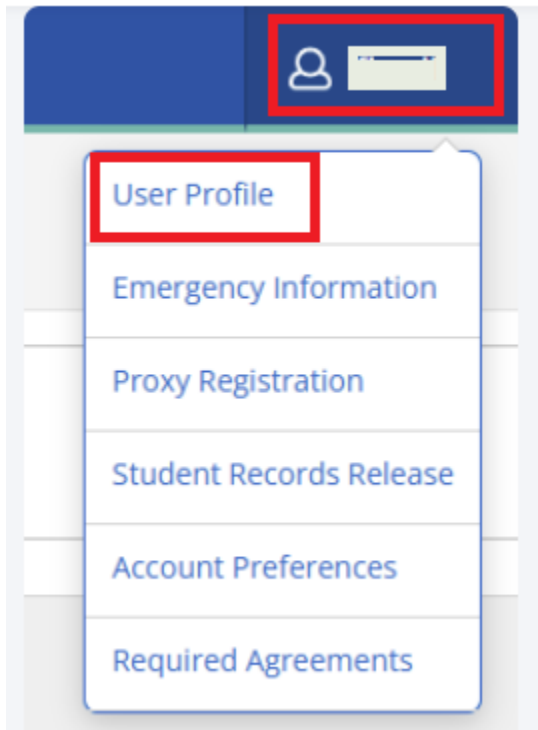
How to update or add phone numbers in Self Service
For SMC Alerts – Mobile (Cell) type must be entered

1. Browse to [mySMC](#).
2. Click Self Service from the Employee Resources card.

Employee Resources



3. Click your username in the upper right hand corner. Then from the drop down menu, select User Profile.



4. Scroll to Phone Numbers.
5. If you have an existing phone number listed AND the number is current AND the type is Mobile (Cell), then click the Confirm button to indicate the accuracy of the data.

Phone Numbers

**Last Confirmed On: 6/11/2026**
Click to confirm that the phone(s) below is accurate as of today.

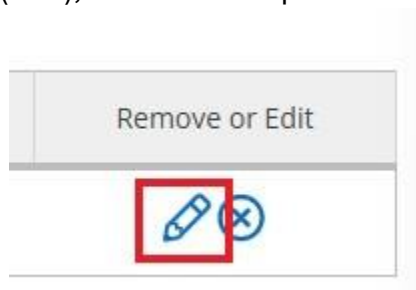
+ Add New Phone

Phone Number
864-999-9999

Type
Mobile (Cell)



6. If you have an existing phone number listed but the number is not current or the type is not Mobile (Cell), then click the pencil icon associated with the number that needs to be updated.



Enter the current phone number. Make the type Mobile (Cell). Click Update Phone.

Enter Phone Details

Phone Number *

864-999-9999

Extension

Extension

Type

Mobile (Cell)

Cancel

Update Phone

7. If you do not have any phone number listed, click the Add New Phone button.

+ Add New Phone

Phone Number

Enter your current phone number. Select Mobile (Cell) from the Type dropdown list. Click Add Phone.
Note: Only phone numbers marked as Mobile (Cell) will receive the SMC Alerts.

Enter Phone Details

Phone Number *

864-999-9999

Extension

Extension

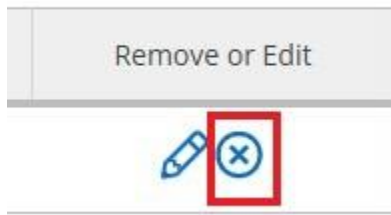
Type

Mobile (Cell)

Cancel

Add Phone

8. If you need to remove a listed phone number, click the 'X' icon associated with the number that needs to be deleted.



Confirm the unwanted number is displayed and click Accept to remove the number.



9. When you have finished all updates, additions and deletions, check to be sure your current phone number that you want to receive SMC Alerts is shown with the Type of Mobile (Cell). If more than one number is listed as Mobile (Cell), only one will receive SMC Alerts and the selection will be random.