

View Your Personal Information – Quick Job Aid

Procedure

Follow these steps to view your personal information:

1. Access the **MyWay** system as follows:
 - a. Go to **The Exchange** at <http://www.hmhn.org>.
 - b. At the top right of the page, click the **MyWay** link.
 - c. Click the **Sign In** tile.
 - d. Enter your User ID and password and click the **Sign In** button.
2. After you sign in, verify the header says **MyWay**. If it does not, click the header dropdown arrow and select **MyWay**.
3. Click the **Team Member Self Service** tile.
4. The **Personal Details** menu defaults. From the Personal Details menu, click the **Additional Information** menu item.
5. View your gender, date of birth, original start date, and service date information.
6. Click the **Click here to see your SSN** button.
7. View your social security number.

Note: If any of your personal information is incorrect, contact the Human Resources Department via email at HumanResources@Hackensackmeridian.org.

Questions?

If you have any questions, please contact Team Member Support Services through one of the following: **1)** submit an inquiry by clicking the **Team Member Service Center** tile from the **MyWay home page** and completing the Inquiry page presented; **2)** call 551-996-2877.