

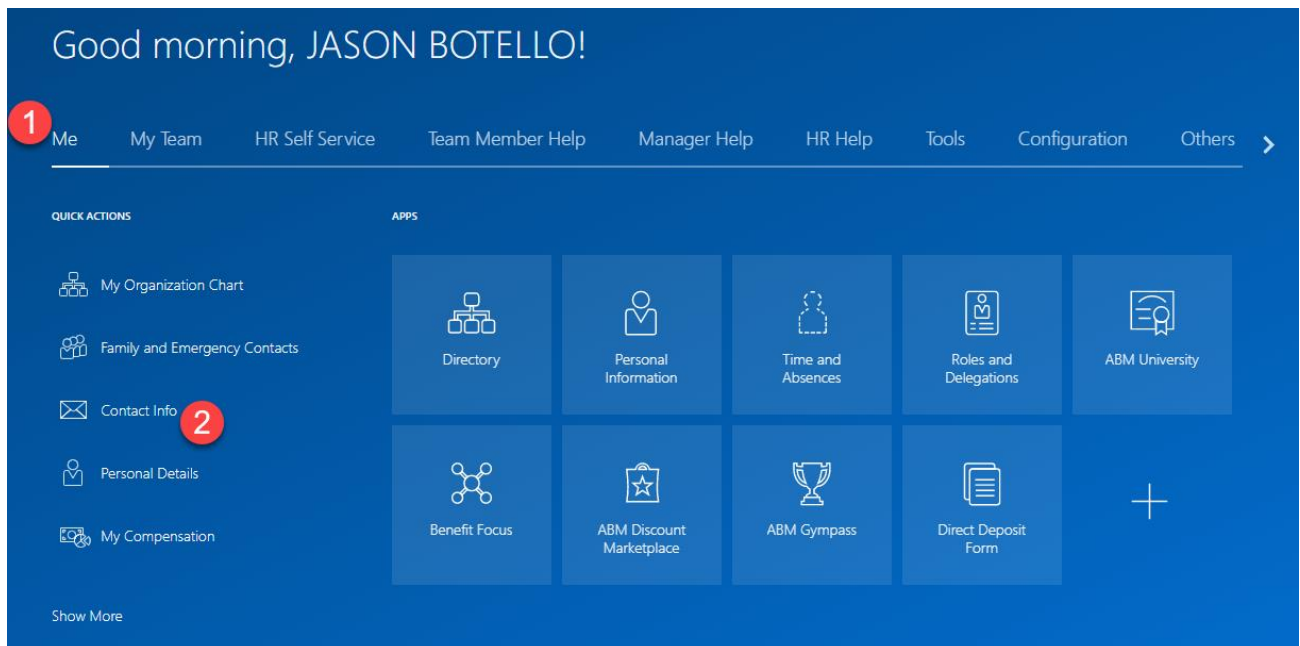
ABM Team Members,


Below you will find instructions on how to verify and update your mailing address, phone number, and email address in Team Member Gateway. Please complete this process as soon as possible.

Please know, **hourly team members should only update their information in ABM's systems during regular shifts while properly clocked in** on ABM's timekeeping system. If hourly team members do not have a company device or a company-paid data plan, a company device will be provided to use upon request so that they can complete this process.

To verify and update your address in Team Member Gateway:

1. Log into **Team Member Gateway** from the [ABM Home page](#)
2. Select **Staff and Management or Service Worker** and use your ABM username and password to log in
3. Click on the **Me icon** on the top left of the screen and then choose the **Contact Info** quick action.




- To edit your current address, select the pencil  icon and complete the required fields to update your address. To add a new address, select Add button.

Contact Info

Communication


+ Add ^

Home Mobile Phone 

Work Email

Address

+ Add ^

Home Address	Start Date	

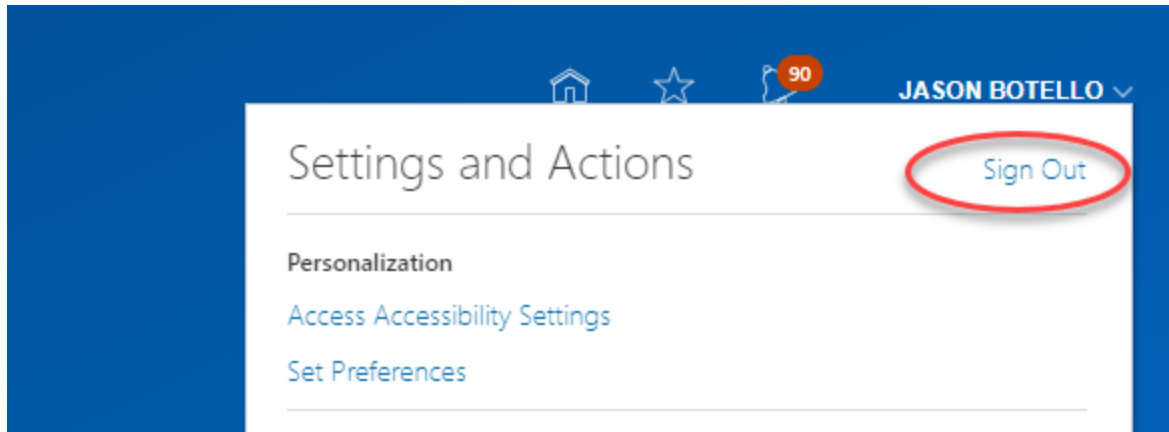
- To finalize your changes, be sure to click the submit button.

Address

Submit Cancel

Country	ADDRESS LINE 4
United States	<input type="text"/>
Type	*CITY

- If using a shared device, please be sure to logout of your Team Member Gateway profile. Click on **Your Name** button on the top right corner.



As a reminder, to reset your password:

Staff and Management Team Members:

Staff and Management team members can reset their password by navigating to **password.abm.com**. If you have any additional issues, you can reach the ABM IT Service Desk online, anytime, from any web browser with Internet access. Simply go to the ABM IT Service Desk portal (helpdesk.abm.com) to get started.

Front Line Team Members:

Front Line Team Members contact the ABM IT Service Desk at 1-800-4704357 (1-800-470-HELP) to reset their password. Service workers should have their employee number (the number used to clock in / out) available when calling.

If you have any Team Member Gateway questions or need assistance, please contact Team Member Services at gateway@abm.com or contact a Team Member Services representative at 888.328.8606.

Make a difference,

Team Member Services