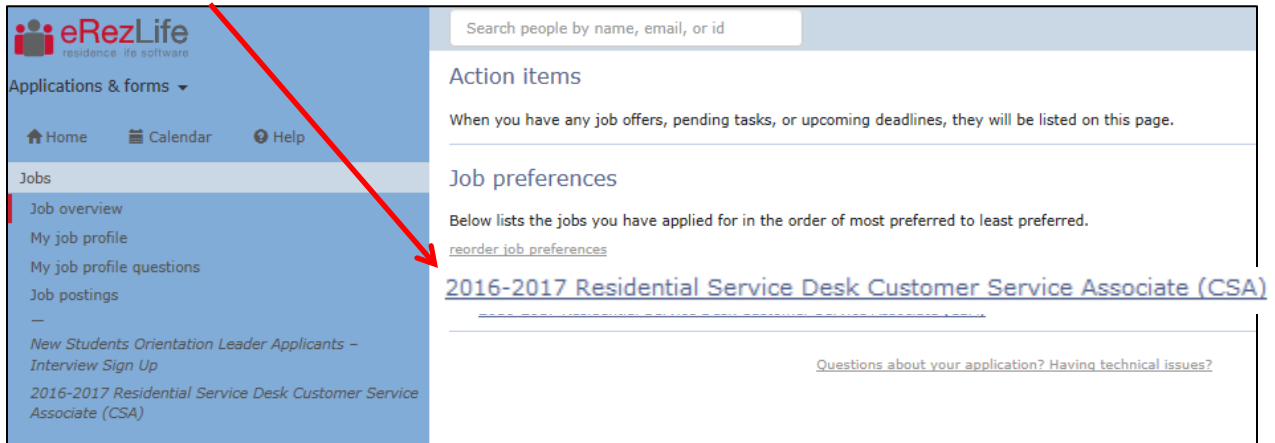


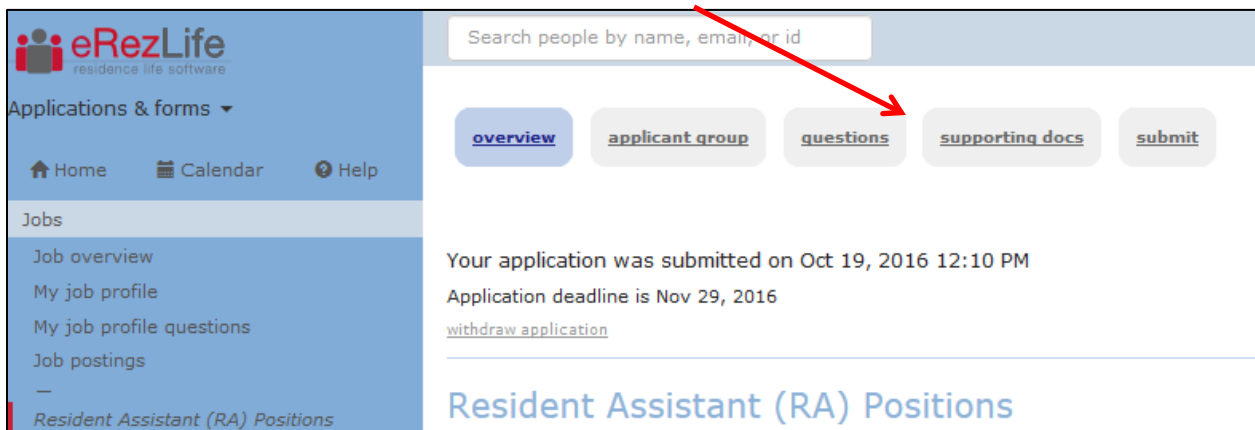
Changing Your Reference Person in eRezLife

If you need to change the person you listed as a reference while applying for a job in eRezLife, follow these steps.

1. Login to eRezLife at <https://umass.erezlife.com/>
2. Click the Job Title for which you wish to change your reference on the home page



3. Click the **supporting docs** button at the top of the page



4. Replace the existing reference information with the new reference information

The screenshot shows the 'References' section. It contains a form for 'Reference 1' with the following information:
name: John Carter
email: jcarter@fake.umass.edu
phone: 555-555-5555
To the right of the form is a circular icon and the text: 'reference will be emailed once your application is submitted'. Below this is a 'send notification' button. At the bottom left are 'save' and 'save and continue' buttons. A red arrow points to the 'send notification' button.

5. Click **send notification**
6. Click **save** to complete the process