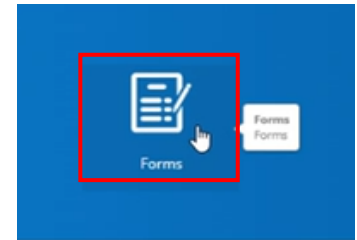


CHANGE TO PERSONAL DETAILS

To make a change to your personal details once logged in click on the forms button shown to the left.

This will open all available forms that you are able to edit and select the form you wish to use. See below all available forms that you can select from.



My Form Submissions

Available Forms

Search Forms

Personal (9)

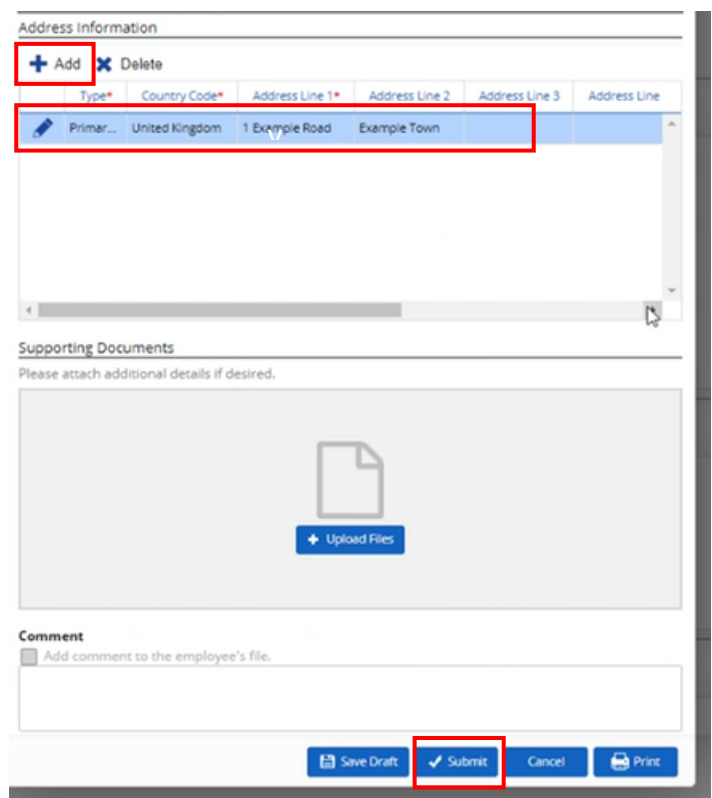
- Address Form**
- Contact Details
- Current Beneficiary Information
- Direct Deposit
- Emergency Contacts
- Equality, Diversity & Inclusion
- Equality, Diversity & Inclusion Policy

Once you have selected the form you will be able to change all of the information fields. You can override the data already in the system or you can 'add' a new address/ secondary address by selecting the 'Add' option.

You can also add any supporting documents you feel appropriate.

When you are done simply select submit.

Depending on the details you have requested to change this may go to approval from you line manager. If so, you will be sent a notification once this has been approved.




Address Information

+ Add **x Delete**

Type*	Country Code*	Address Line 1*	Address Line 2	Address Line 3	Address Line
Primar...	United Kingdom	1 Exemple Road	Exemple Town		

Supporting Documents

Please attach additional details if desired.

 **Upload Files**

Comment

☐ Add comment to the employee's file.

Save Draft **✓ Submit** **Cancel** **Print**