Updating Personal Details on Self-Service

PLEASE ENSURE THAT THE INFORMATION IN THESE SECTIONS ARE KEPT UP TO DATE.

Select the **face** icon on the left hand menu

My profile Clock-in Personal Employment Talent \odot My personal details Confidential information / Edit A Home Select the links below to view or Special requirements > My time information > 🗎 My pay Contact information Learning Groun Dorking We ball Club → Performance

You can amend the information stored by clicking edit: 🛛 🖍 Edit

You can add new details on the following card by clicking **+add**:

+ Add Address

Save

- Contact Information
- Friends and family
- Bank Details
- Private Vehicles

Amend the relevant details and click **SAVE** at the bottom of the individual screens: