## Updating My Profile

My Profile is a self-service section therefore the majority of the information can be updated by you.

There are sections down the left hand-side that once selected will populate information in the centre section of the screen. Each section is updated in the same way as the last therefore once you know how to make amendments to one section; you will be able to amend them all.

 Vertical ellipsis icons appear throughout the screens indicating that you can edit the field. Once you click on the icon you should then select “Edit”.

If you choose to edit a field, there is a pop up box displaying the information for you to amend as necessary. PLEASE NOTE that your computer settings may prevent any box from displaying as it may be that your PC has the pop-up blocker turned on.

Once you have input the new details, please press Ok.

