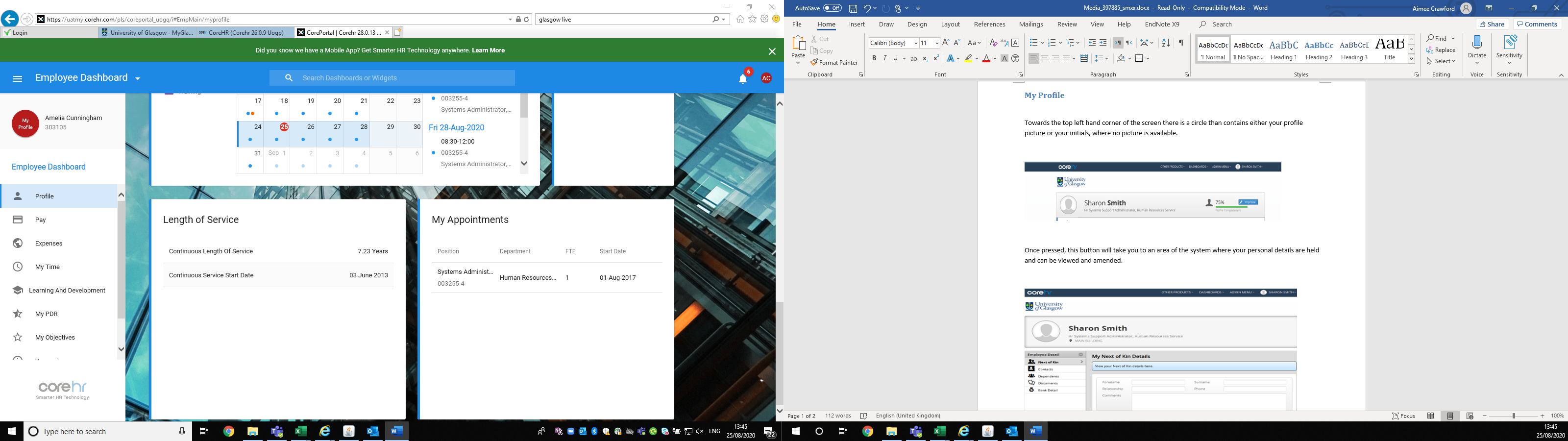
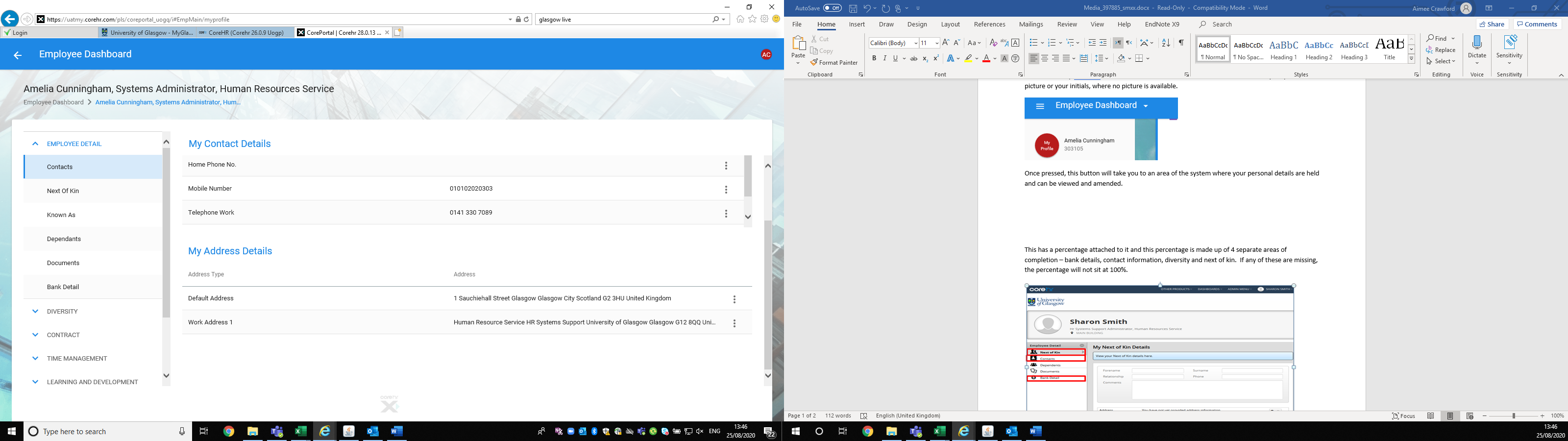
## My Profile

Towards the top left hand corner of the screen there is a circle than contains either your profile picture or your initials, where no picture is available.



Once pressed, this button will take you to an area of the system where your personal details are held and can be viewed and amended.



It is the responsibility of the employee to maintain their own contact details such as Next of Kin, Home Address and contact numbers.

To update your Bank Detail click on the tab on the left of the screen and add the details. Once added you can update these by clicking “update”.

**Note: It is important that you add & maintain accurate bank details to ensure you get paid.**