

## How to update Personal Details– Browser

This user guide outlines how to update your personal details through the Dayforce Browser.

### Step

### Image

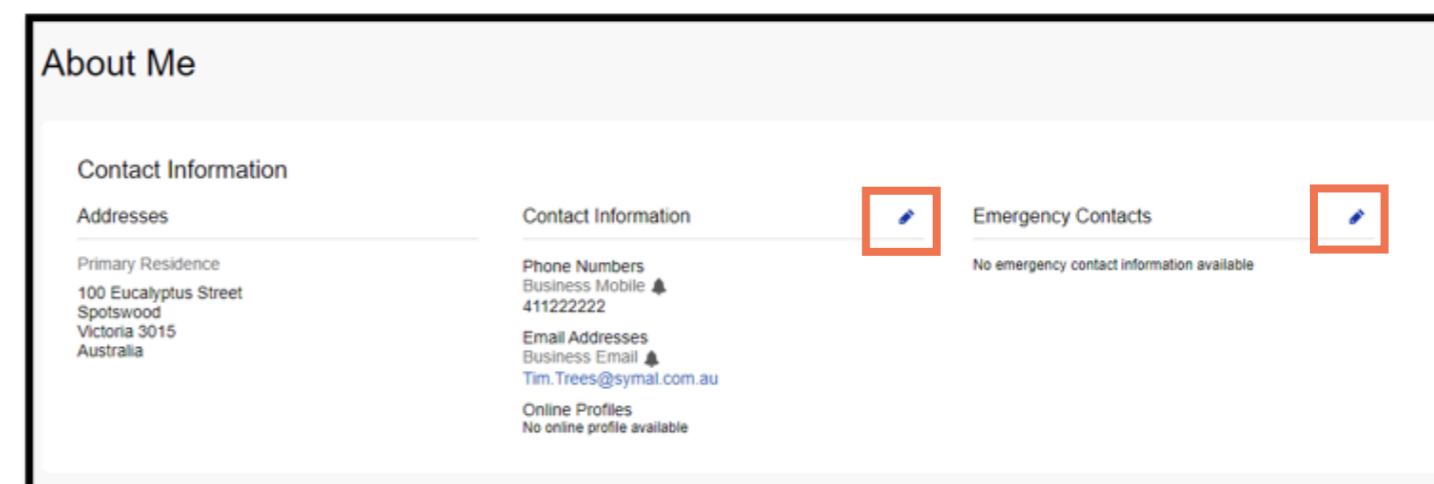
#### Step 1

Click on either **Profile** or **Forms**.



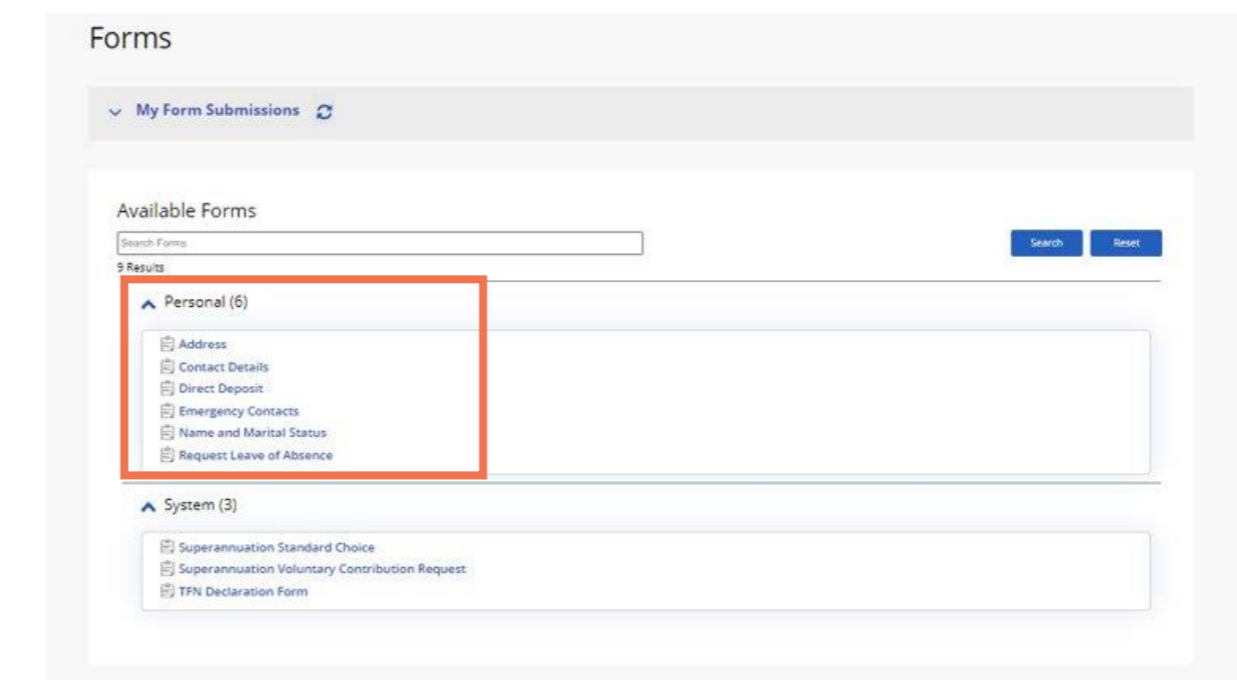
#### Step 2

Click on the **pen icon** next to the relevant information. Update. Click **Save** once updated.



#### Step 3

Click on the relevant **form**.





**Step**

**Image**

**Step 4**

Update the required fields and click **Save** once completed.

The screenshot shows a 'Contact Information' form with three main sections: Phone Numbers, Email Addresses, and Online Profiles. A red rectangular border highlights the input fields for the first phone number and the first email address. The 'Phone Numbers' section has a table with columns: Type, Country Code, Phone Number, Extension, Alerts, Unlisted, and Delete. The 'Email Addresses' section has a table with columns: Type, Email Address, Alerts, Verified, and Delete. The 'Online Profiles' section has a table with columns: Type and Profile Address. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red border.

Type *	Country Code *	Phone Number *	Extension	Alerts ?	Unlisted ?	Delete
Business Mobile	Select an Option...	0411222222	Extension	<input checked="" type="checkbox"/>	<input type="checkbox"/>	X

Type *	Email Address *	Alerts ?	Verified ?	Delete
Business Email	Tim.Trees@symal.com.au	<input checked="" type="checkbox"/>	Verify	X

Type *	Profile Address *	Delete
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Save Cancel