How to update Personal Details– Browser

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

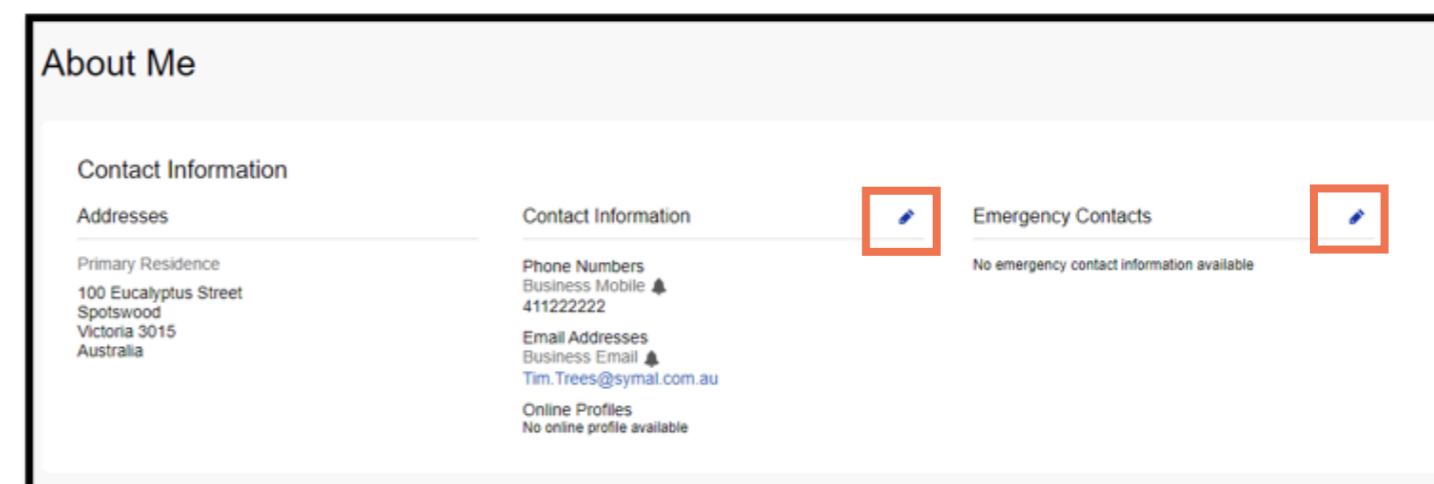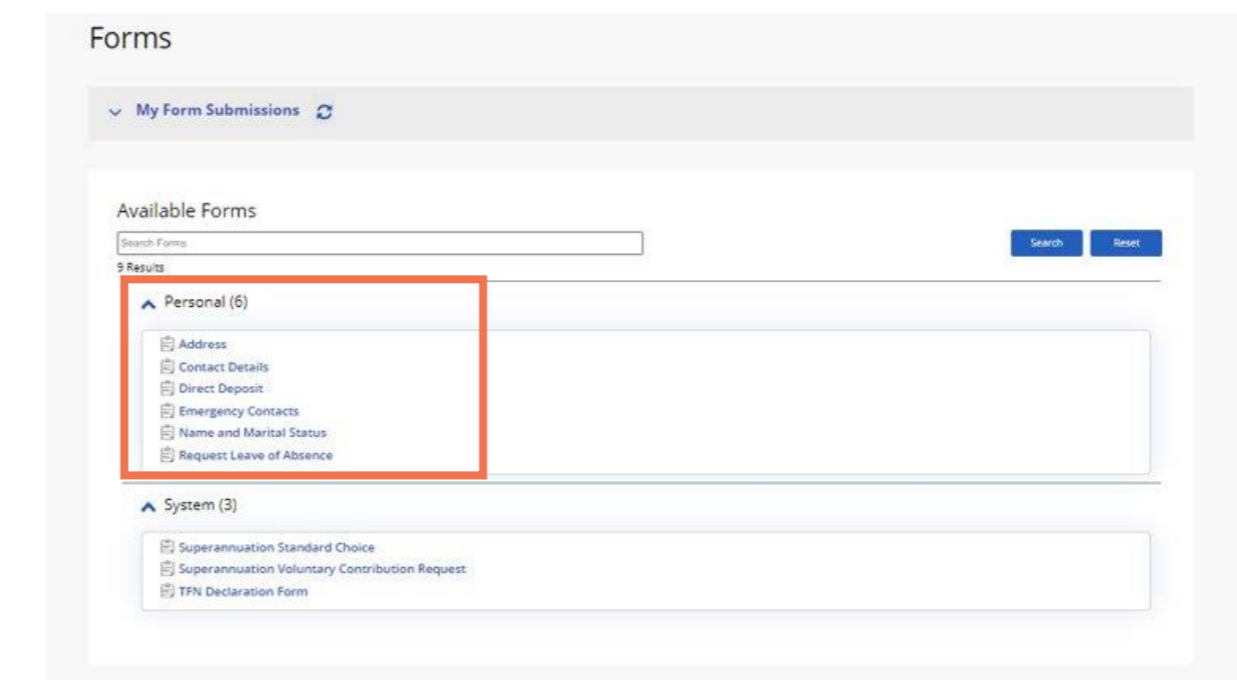| Step	Image
Step 1 Click on either **Profile** or **Forms.**	
Step 2 Click on the **pen icon** next to the relevant information. Update. Click **Save** once updated.	
Step 3 Click on the relevant **form**.	

Step	Image

Step 4

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