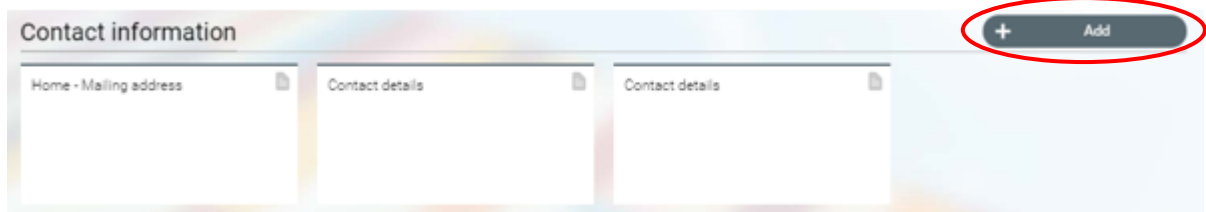


## Updating your personal details, including bank details - iTrent guide

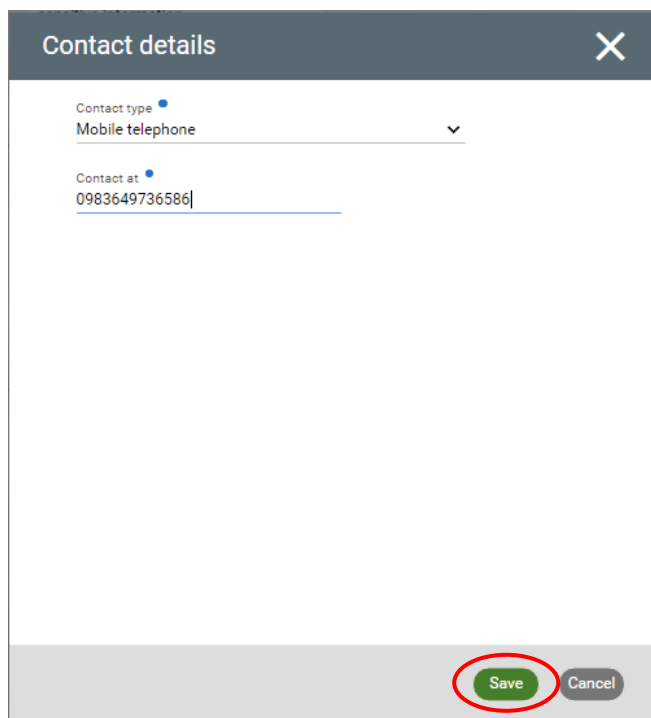
1. Log into iTrent
2. Click on “Personal” link along the top bar on the home page



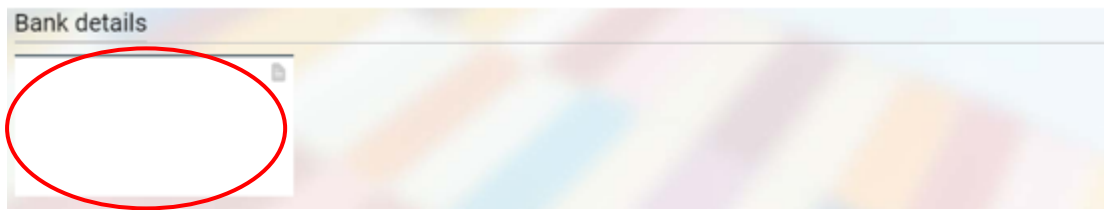
3. You can view/change your personal details, contact information, emergency contact details, bank details and vehicle details. Next to the details you wish to update, click add.



4. Use the drop down to select the information you want to update, this could be email address, home telephone, mobile telephone, work email address or work mobile number.
5. Update the information and click save.

A screenshot of the 'Contact details' form in the iTrent application. The form has a dark grey header with the title 'Contact details' and a close button (an 'X' icon). The form contains two fields: 'Contact type' with a dropdown menu showing 'Mobile telephone' and a downward arrow, and 'Contact at' with a text input field containing the number '0983649736586'. At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Cancel'.

6. If you wish to update your bank details click into the current details displayed.



7. Overtyp the information by entering your new sort code, account number and account name. Then click save.

A screenshot of a 'Bank details' form. The form has a dark grey header with 'Bank details' and a close button (X). Below the header is an information box: 'i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.' The form contains several input fields: 'Sort code', 'Bank name' (with 'Santander' entered), 'Roll number', 'Account number', and 'Account name'. At the bottom right, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.