

# Getting Started

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**A practical guide for Travellers**

JULY 2019

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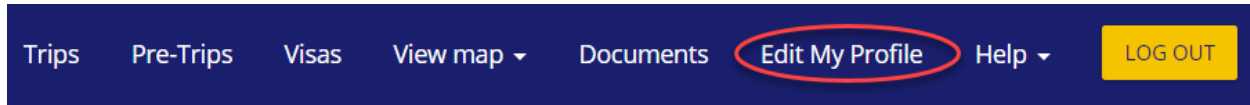
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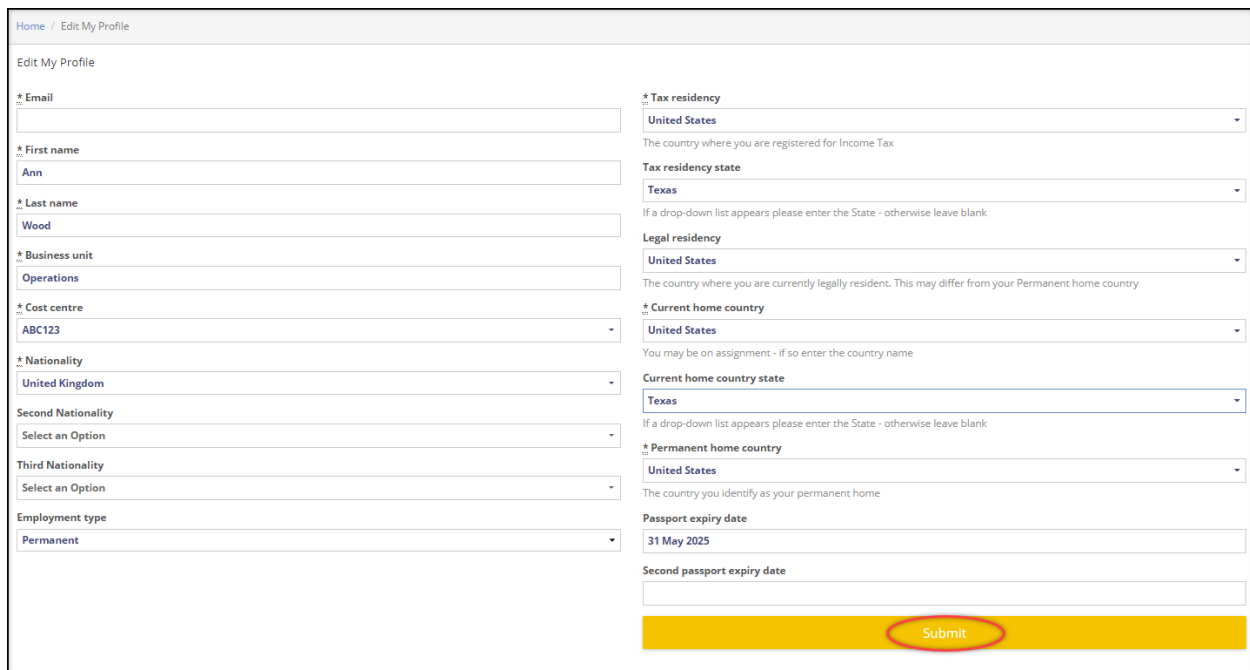
## EDIT MY PROFILE

### 8.01 Edit Personal Details

Your personal details held in the system can be changed in the portal. Select Edit my profile from the top menu bar.



To change personal details, type into any field and then select Submit.

A screenshot of the 'Edit My Profile' form. The form is titled 'Edit My Profile' and has a breadcrumb 'Home / Edit My Profile'. It contains several fields and dropdown menus. On the left side, there are fields for: \* Email (empty), \* First name (Ann), \* Last name (Wood), \* Business unit (Operations), \* Cost centre (ABC123), \* Nationality (United Kingdom), Second Nationality (Select an Option), Third Nationality (Select an Option), and Employment type (Permanent). On the right side, there are: \* Tax residency (United States), with a note 'The country where you are registered for Income Tax'; Tax residency state (Texas), with a note 'If a drop-down list appears please enter the State - otherwise leave blank'; Legal residency (United States), with a note 'The country where you are currently legally resident. This may differ from your Permanent home country'; \* Current home country (United States), with a note 'You may be on assignment - if so enter the country name'; Current home country state (Texas), with a note 'If a drop-down list appears please enter the State - otherwise leave blank'; \* Permanent home country (United States), with a note 'The country you identify as your permanent home'; Passport expiry date (31 May 2025); and Second passport expiry date (empty). At the bottom right, there is a yellow 'Submit' button circled in red.