# Updating your personal details



Below is the page you will see when you first log in to MyHR (<u>http://myhr.coop.co.uk</u>).

# Note: Please be aware that screen colours may vary (don't worry if the screen you see may not be coloured red as shown below).

| ≡ | ရှိ | Q  |        | ☆ | Û | MD |
|---|-----|--|--------|---|---|----|
|   |     | Good afternoon, MKJEWL Doe!  | 2<br>2 |   |   |    |
|   |     | Wiew Payslips Image: View Documents (Payslips, P60, P11D) My Details Show More |        |   |   |    |
|   |     |  |        |   |   |    |

Click on this link – My Details

This will signpost you to the screen below

Click on Update Personal Information tile

| 2/ | Update Personal Information   | Update Contact Methods  |
|----|---|---|
|    | Details about yourself, such as name, date<br>of birth, marital status, and national<br>identifier.                                 | Add or update ways you can be reached, such as phone, email, and address. |
|    | View Documents (Payslips, P60,<br>P11D)   |   |
|    | Manage your document records and<br>associated attachments, such as birth and<br>marriage certificates, awards, and<br>recognition. |   |

| ame        |                |   |
|------------|----------------|---|
| Last Name  | Middle Name    | ( |
| Doe        | Test           |   |
| Title      | Preferred Name |   |
| Mr.        | Test           |   |
| First Name |                |   |
| MKJEWL     |                |   |
|            |                |   |

### To amend any details, click on the pencil

This will open the fields for you to edit. Once you have made any necessary changes click submit.

| Name |   |        |                        |
|------|---|--------|------------------------|
|      | *When does this name change start?                          |        | Sub <u>m</u> it Lancel |
|      | dd/mm/yy  | Ē      |                        |
|      | Enter 28/12/91 if you're correcting a mistake in your name. |        |                        |
|      | *Last Name  |        |                        |
|      | Doe   |        |                        |
|      | *Title  |        |                        |
|      | Mr.   | $\sim$ |                        |
|      | *First Name   |        |                        |
|      | MKJEWL  |        |                        |
|      | Middle Name   |        |                        |
|      | Test  |        |                        |
|      | Preferred Name  |        |                        |
|      | Test  |        |                        |
|      | Previous Last Name  |        |                        |
|      |   |        |                        |

## How to update your address

# Click on Update Contact Methods tile Vipdate Personal Information Details about yourself, such as name, date of birth, marital status, and national identifier. View Documents (Payslips, P60, P1D) Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.

Although this says **WORK EMAIL** it is your own **'personal' email address**. Should you need to change this please call us on 0330 606 1001 (selecting option 3).

| Comr | nunication | ^ |
|------|------------|---|
| 0    | Work Email |   |

To update your address, click on the pencil (circled)

| Add | ress  |                        | + Add |
|-----|---|------------------------|-------|
| ٢   | Home Address<br>Address Line 1<br>Address Line 2<br>Address Line 3<br>TOWN<br>Region 2<br>M60 0AG<br>UNITED KINGDOM | Start Date<br>28/12/91 |       |

Layout of the fields you **can** update below:

| Country United Kingdom Type Home Address *When does this address change start? dd/mm/yy  Enter 28/12/91 if you're correcting a mistake in this address. *Address Line 1 Address Line 1 Address Line 2 Address Line 3 Address Line 3 *City or Town Town County Region 2   |  | Delete | Sub <u>m</u> it |  |
|--|--|--------|-----------------|--|
| United Kingdom Type Home Address *When does this address change start? dd/mm/yy  Enter 28/12/91 if you're correcting a mistake in this address. *Address Line 1 Address Line 1 Address Line 2 Address Line 3 Address Line 3 *City or Town Town County Region 2   | Country  |        |                 |  |
| Type Home Address *Uhen does this address change start?  dd/mm/yy  is address Line 1  Address Line 1  Address Line 2  Address Line 2  Address Line 3 *City or Town Town County Region 2  | United Kingdom   |        |                 |  |
| Home Address *When does this address change start?  dd/mm/yy  Enter 28/12/91 if you're correcting a mistake in this address. *Address Line 1  Address Line 1  Address Line 2  Address Line 2  Address Line 3  *City or Town  Town  County  Region 2  | Туре   |        |                 |  |
| *When does this address change start?<br>dd/mm/yy  Enter 28/12/91 if you're correcting a mistake in this address. *Address Line 1 Address Line 2 Address Line 2 Address Line 3 Address Line 3 *City or Town Town County Region 2   | Home Address   |        |                 |  |
| dd/mm/yy   Enter 28/12/91 if you're correcting a mistake in this address.   *Address Line 1  Address Line 2  Address Line 2  Address Line 3  *City or Town  Town  County  Region 2  ** and the set of the | *When does this address change start?                          |        |                 |  |
| *Address Line 1   Address Line 2   Address Line 2   Address Line 2   Address Line 3   Address Line 3   *City or Town   Town   County   Region 2  | dd/mm/yy   | Ĩ      |                 |  |
| *Address Line 1<br>Address Line 2<br>Address Line 2<br>Address Line 3<br>Address Line 3<br>*City or Town<br>Town<br>County<br>Region 2   | Enter 28/12/91 if you're correcting a mistake in this address. |        |                 |  |
| Address Line 1<br>Address Line 2<br>Address Line 3<br>Address Line 3<br>* City or Town<br>Town<br>County<br>Region 2   | *Address Line 1  |        |                 |  |
| Address Line 2 . Address Line 3 Address Line 3 *City or Town Town County Region 2  | Address Line 1   |        |                 |  |
| Address Line 2 Address Line 3 Address Line 3 *City or Town Town County Region 2  | Address Line 2 .   |        |                 |  |
| Address Line 3 Address Line 3 *City or Town Town County Region 2   | Address Line 2   |        |                 |  |
| Address Line 3 *City or Town Town County Region 2  | Address Line 3   |        |                 |  |
| *City or Town<br>Town<br>County<br>Region 2  | Address Line 3   |        |                 |  |
| Town County Region 2   | *City or Town  |        |                 |  |
| County<br>Region 2   | Town   |        |                 |  |
| Region 2   | County   |        |                 |  |
| *  | Region 2   |        |                 |  |
| ° Postcode   | *Postcode  |        |                 |  |

This will allow you to edit the fields, once you have made the changes **click submit**.

After submitting, that's it. Your address will be updated.

Please remember, to access My HR and view the screens detailed in this guide, please type <u>http://myhr.coop.co.uk</u> into your web browser.