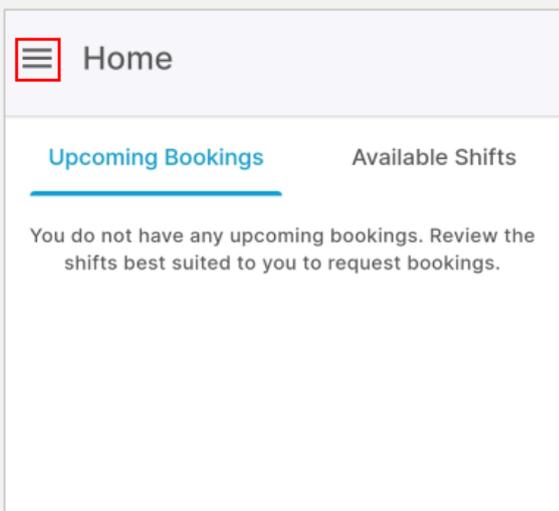


# EDITING PERSONAL DETAILS

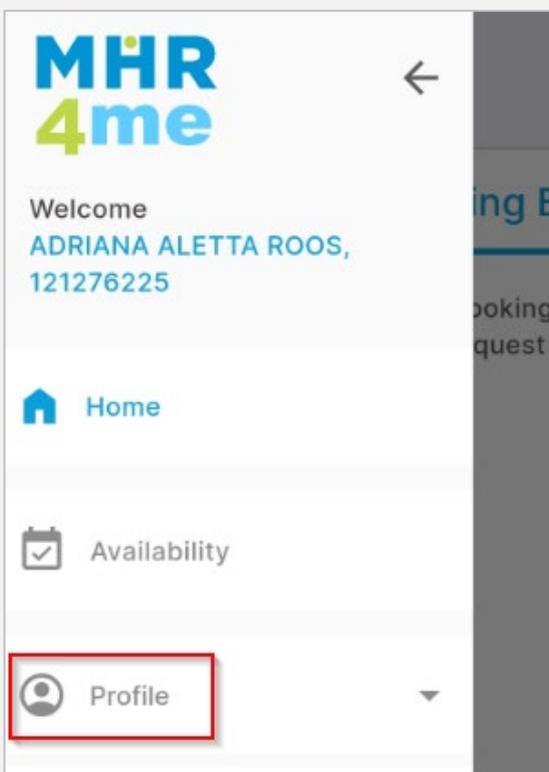
## How to update personal details and address information

Follow these steps:

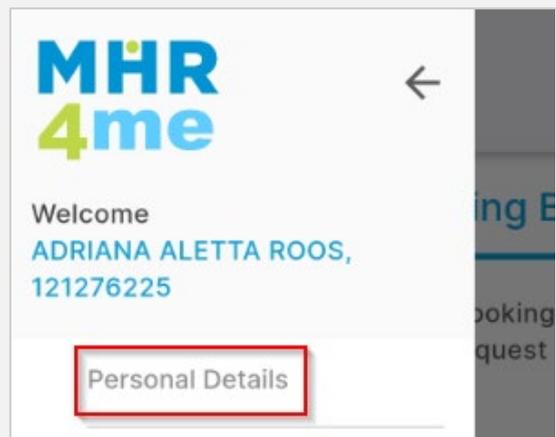
- 1 From the **Home** screen, tap the **Hamburger button**.



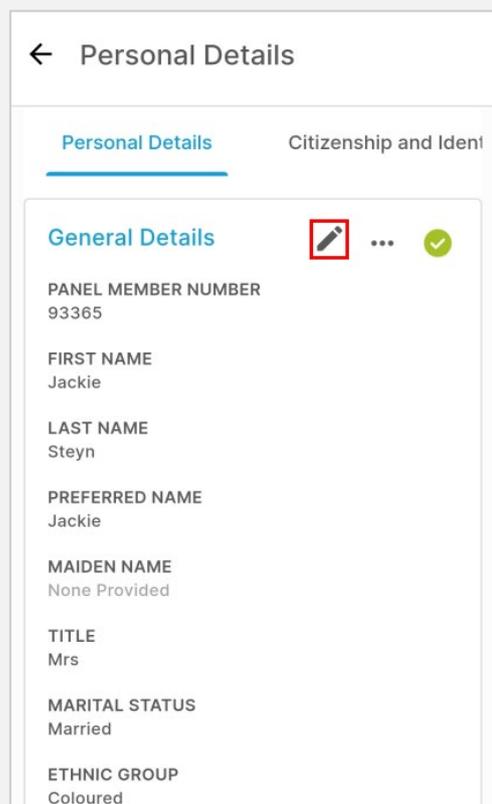
- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Tap the **Personal Details** option.



- 4 Tap the **Edit** button to adjust information under available headings. Fields that are greyed out cannot be edited. Follow **step 7** to report changes to greyed-out information.



**Note:** The other two buttons that are available are for:



Reporting any incorrect **General Details** to MHR, e.g. your mobile number.



Indicating that all compulsory information is completed.

- 5 Update the information on your profile and then tap the **Request Change** button.

Suburb  
Oakglen

City  
Cape Town

Province  
Western Cape

Country

CANCEL REQUEST CHANGE

- 6 MHR will review the update during office hours (Monday to Friday) and either approve or reject it. If rejected, you will receive a notification explaining the reason.

## How to report changes to greyed-out personal information

- 7 Tap the ellipsis icon/three dots (...)

← Personal Details

Personal Details Citizenship and Ident

General Details [edit] [ellipsis] [checkmark]

PANEL MEMBER NUMBER  
93365

FIRST NAME  
Jackie

- 8 When the **Request Change** screen is displayed:

- Provide a detailed explanation of the change you would like to make.
- Once you have provided the details, click **Request**.

← Personal Details

Personal Details Citizenship

General Details [edit] [ellipsis] [checkmark]

**Request Change**

Do you want to request a change in your details?  
If you request the change, your admin assistant will contact you.

What would you like to change? \*

What would you like to change?

CANCEL REQUEST

MHR will review the requested change during office hours (Monday to Friday), make the change, or contact you for more information.