
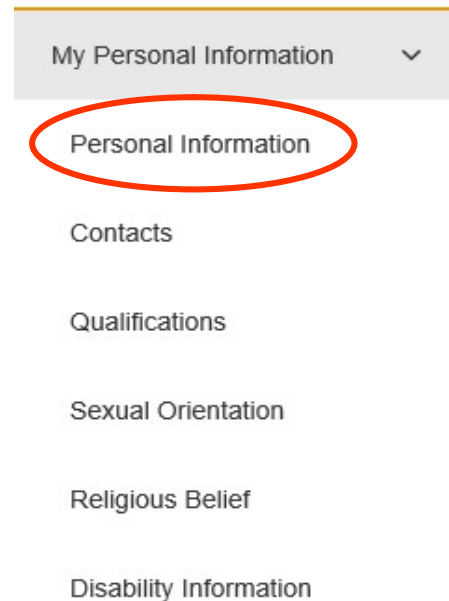


## How to update /change your Ethnic origin

From the main MyESR portal screen

1. Use the **MY Personal Information** drop-down menu on the left-hand side.
2. Click on **Personal Information**
3. To **amend** record, click on  in the Basic Details section.



4. Select from the options:

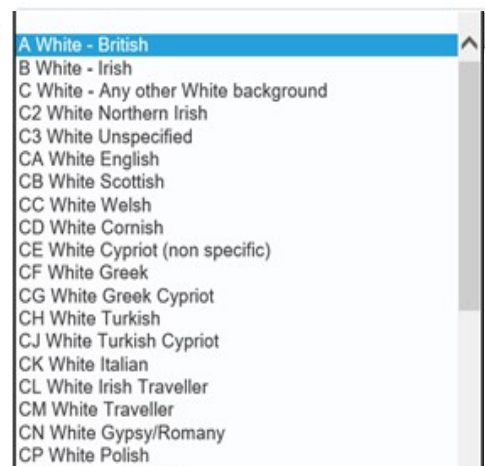
**Correct or complete** – information is incorrect or not complete.  
**Enter new information** – your information has changed.

5. Click 

6. Use the drop-down box to select Ethnic Origin

Ethnic Origin

From this screen you can also amend your **Marital Status** and **Country of Birth** if incorrect.





7. Click on 

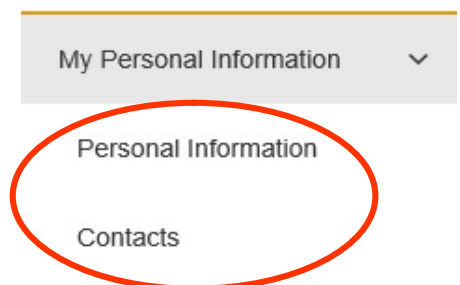
8. Click on 

9. Click **Portal** to return to main screen

From the main MyESR portal screen

From the **MY Personal Information** drop-down menu on the left-hand side.

You can **Amend/Add** Phone Numbers, Personal E-mail, Addresses and Contacts by clicking on either  or  buttons once in the screen.



From the **MY Pay & Rewards** drop-down menu on the left-hand side.

You can **Amend** your bank account

