Expenses Mobile - Change my Password

Last Modified on 03/12/2019 2:54 pm GMT

Permissions

You will require the following permissions:

- No permissions required
- 1. Log into Expenses Mobile. Tap the Hamburger Menu \equiv and then tap More.



2. Tap the **My Details** option from the navigation menu.

15.56		🗢 🕞
〈 More	My Details	
Change	My Details	>
🛃 Add Vel	nicle	>
දිරි My Ban	k Accounts	>

3. Tap the Change My Details option from the navigation menu.

15.50		🕆 🗖
Back	Change My Details	Save
Logon Deta	ails	
Username		
Alex		
Tap here to	change password	>
Employee I	Name	
Your name a updated by Title *	and employment contact details o amending the details here and cl	an be icking save.
Mr		
First name *		
Alex		
Alex Surname *		
Alex Surname * Earle		
Alex Surname * Earle Employme	nt Contact Details	
Alex Surname * Earle Employme Extension N	nt Contact Details	
Alex Surname * Earle Employme Extension N	nt Contact Details umber	
Alex Surname * Earle Employme Extension N Mobile Num	nt Contact Details umber ber	
Alex Surname * Earle Employme Extension N Mobile Num	nt Contact Details umber ber	

4. Tap the Password link. This will open the Change Password screen.



- 5. Enter the following information:
 - Old Password
 - New Password
 - Confirm New Password
- 6. Tap **Save** to change your password.