

Expenses Mobile - Change my Details

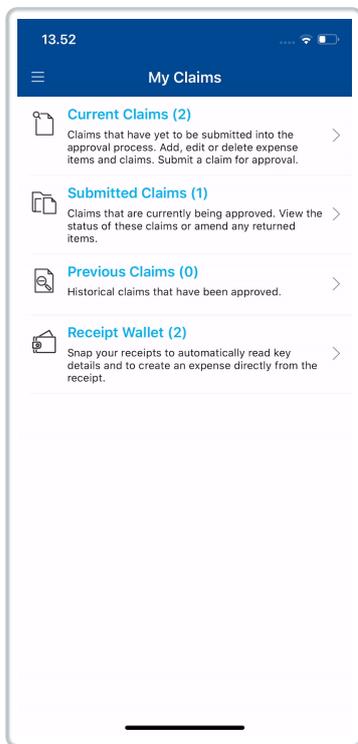
Last Modified on 03/12/2019 2:55 pm GMT

Permissions

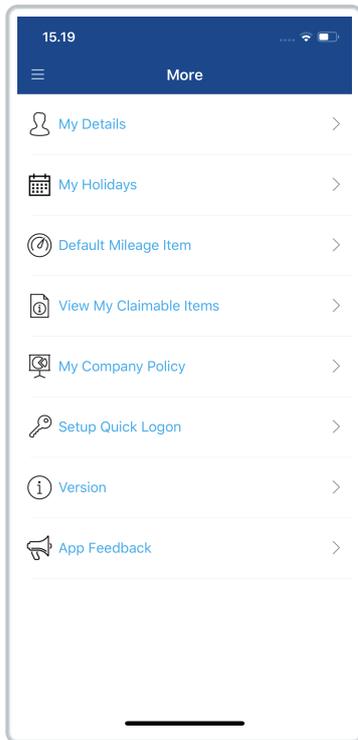
You will require the following permissions:

- No permissions required

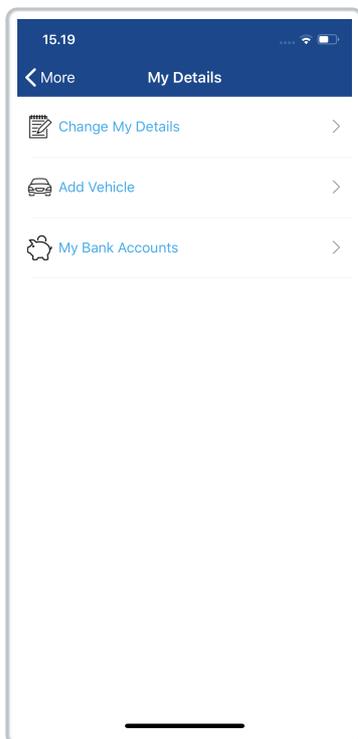
1. Log into **Expenses Mobile**. Tap the **Hamburger Menu** ☰ and then tap **More**.



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



3. Tap Change My Details.



4. If your organisation has permitted it, you will be able to modify your personal details such as Employee Name and Employment Contact Details. You are also able to change your password irrespective of

permissions. For information on how to do this, view [Change My Password](#).

15.20

< Back Change My Details Save

Logon Details

Username

Alex

Tap here to change password >

Employee Name

Your name and employment contact details can be updated by amending the details here and clicking save.

Title *

Mr

First name *

Alex

Surname *

Earle

Employment Contact Details

Extension Number

Mobile Number

Pager Number

Tel Number

Note: If any of the details are incorrect on this page, you may be able to inform your administrator so that they can amend the specific details. Tap the following message, if available, to display a textbox where you can explain the changes which need to be made. Tapping save will send this message to the administrator.