# Mobile - Change My Details

Last Modified on 02/02/2021 11:29 am GMT
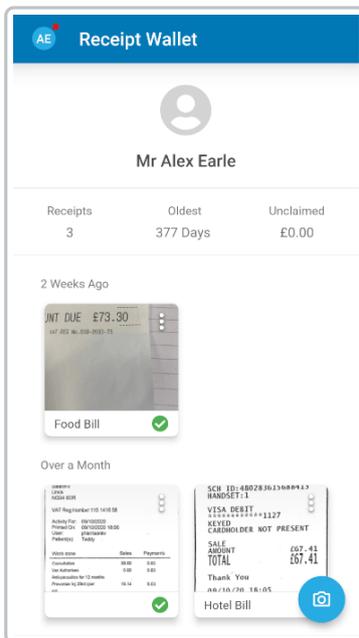
Permissions

You will require the following permissions:
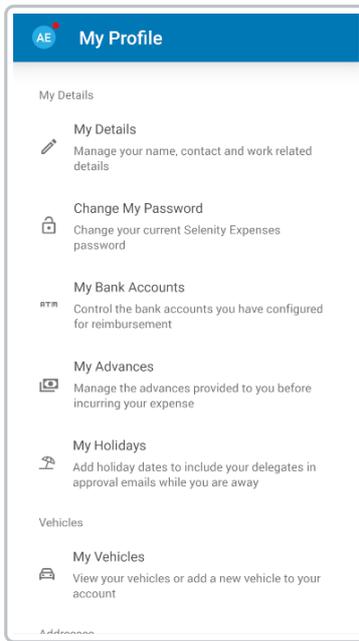
- No permissions required

> We're going to explain how you can access your personal details stored within Expense Mobile and how these can be updated.

1. Tap the **Navigation Menu** 🔵 and then tap **My Profile**.



2. Within the 'My Details' section, tap**My Details**.

3. Depending on your system setup, you may be able to change certain details such as your name and contact details, however, these may be disabled if your organisation does not want you to manage these details.

4. Tap SAVE to store any changes that you make.

Note: If any of the details are incorrect on this page, you may be able to inform your administrator so that they can update the details for you. Tap , if available, to display a page where you can explain the changes which need to be made. Tap SEND to pass this message to your main administrator.