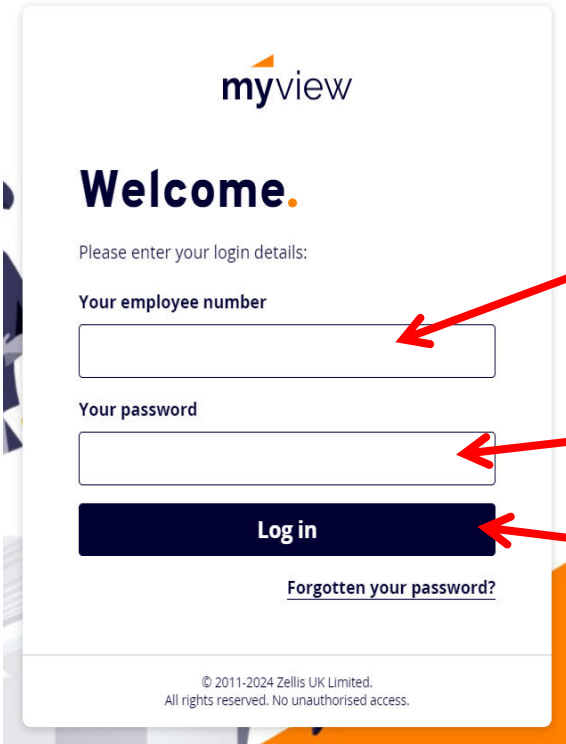


# Updating Contact Details

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Log in to MyEmployment.

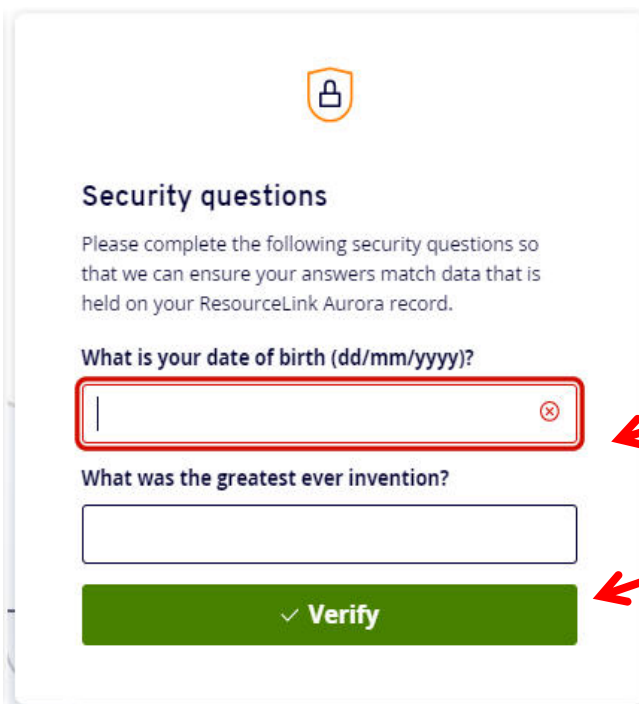


The image shows the MyView login interface. At the top is the 'myview' logo. Below it is the heading 'Welcome.' followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. Below these is a dark blue 'Log in' button and a link for 'Forgotten your password?'. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

Click.



The image shows the security questions screen. It features a lock icon at the top. The heading is 'Security questions' with the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. At the bottom is a green 'Verify' button.

Enter the answers to your two **Security Questions**.

Click **Verify**

This will now log you into MyView

The screenshot shows the myview dashboard interface. On the left, a navigation menu is highlighted with a red box. The menu items are: Dashboard, My Pay Documents, My Details, My Pay Documents (old), My Irregular Claims, My Expenses/Mileage, My Training, My Sickness, My Delegations, Employee Benefits, My Forms History, Help Guides, Payroll Schedule & Deadlines, and Privacy Statements. A red arrow points from the 'My Details' menu item to a sub-menu that appears over the dashboard content. This sub-menu contains the following options: Update My Bank Details, Update My Contact Details, and My Equality & Diversity Info. Another red arrow points from the text instruction to the 'Update My Contact Details' option. The dashboard background shows a 'Welcome Name' header, an 'Edit dashboard' button, and sections for 'My Pay' (with a 'View Summary' button) and 'In Progress' (with a message 'You have no forms in progress').

From the menu on your dashboard, select **My Details**. From that menu select **Update My Contact Details**

## My Contact Details

Overwrite the existing information.

The screenshot shows the 'My Contact Details' form. At the top, there are three tabs: 'Contact' (selected), 'Emergency', and 'Complete'. Below the tabs is the 'Contact Detail' section. The form contains several input fields for contact information: Address (four lines), Post Code, Home Telephone, Work Phone Number, Personal Mobile Phone Number, Work Mobile Number, and Work Email Address. A red arrow points from the text 'Overwrite the existing information.' to the input fields. At the bottom of the form, there are 'Previous', 'Next', and 'Submit' buttons. A red arrow points from the text 'Click Submit to submit.' to the 'Submit' button.

Click **Submit** to submit.

## Emergency Contacts

Click **Next** or the tab that says **Emergency** to update emergency contact(s).

Contact **Emergency** Complete

Emergency Contact

Relation	Title	Forename	Surname
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Select either **Spouse** or **Next of Kin** Add Contact

Add Contact

Relation

Title

Forename

Surname

Relationship to Employee

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Click **Add Contact** to add a contact

Emergency Contact Address

Country

Address

Post Code

Enter contact address information

Cancel Add Contact Save Contact

When finished, click **Save Contact** to return and finish the changes later.

Contact Emergency Complete

Emergency Contact

Relation	Title	Forename	Surname
Emergency contact/Next of Kin	Mr	John	Smith

Previous Add Contact Next Submit

Once you have returned to this screen and you have input the correct details, click **Submit**.

**saastest.zellis.com says**

Please confirm you want to submit these details for processing.

OK Cancel

You will see this pop up message, click **OK** to submit your changes.