

Change personal details

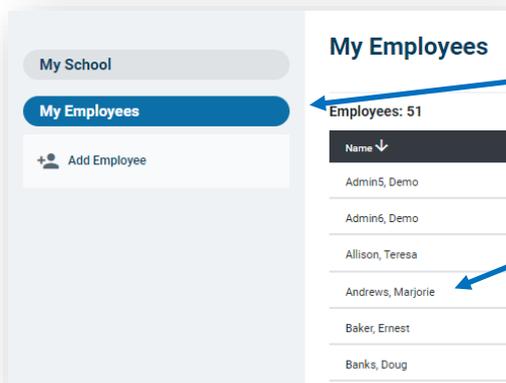
Use EdPay to change these personal details for an employee

- Name
- Email address
- Phone number
- Residential and postal address

EdPay

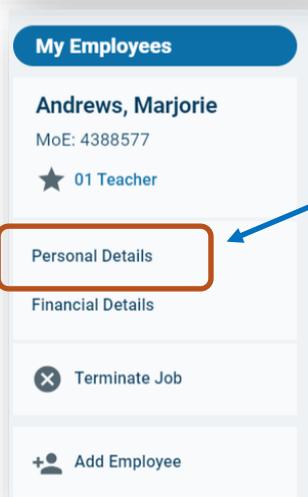
Log in to EdPay

[Watch a short demo on how it works](#)



When you first log in, you see the My Employees page or you can chose it from the side menu

Click on any employee to edit their details



How to change an email address

1. Click on Personal Details
2. Click on the pencil symbol to edit
3. Make the change
4. Click SAVE

Email Details

Payslip Email Address *

CANCEL SAVE