

# Personal changes step to step guide

IFS is used to submit any personal changes, these are changes to address, name, contact information, emergency contact and bank details. Changes to your address, emergency contact and your personal contact information will be submitted to your line manager for approval, once approved it will become live on the system. Once you submit your bank details, these will be live straight away.

For Managers approving any changes please go to page 7.

## How to make changes to your Address

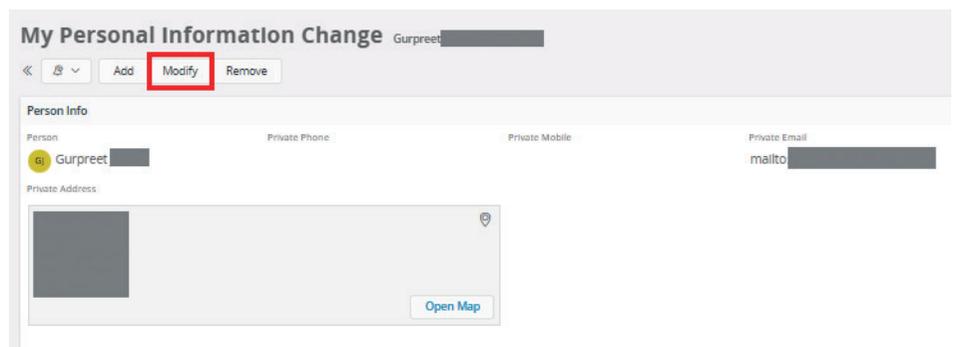
To check your current personal information held on the system, please click 'My IFS' Links heading, select the option "My personal information" – You wont be able to make any amendments this is a view only. To access IFS [Click here.](#)

To make any changes please follow the steps below

Under 'My IFS' Links heading, select "Change Personal Information"

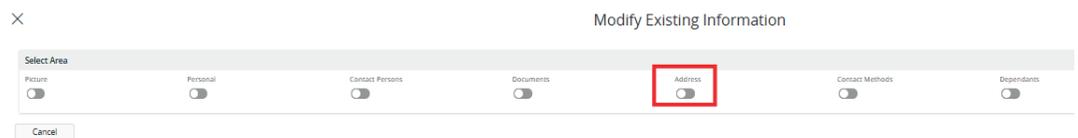
1

In order to update your new address your old address will need to be ended.



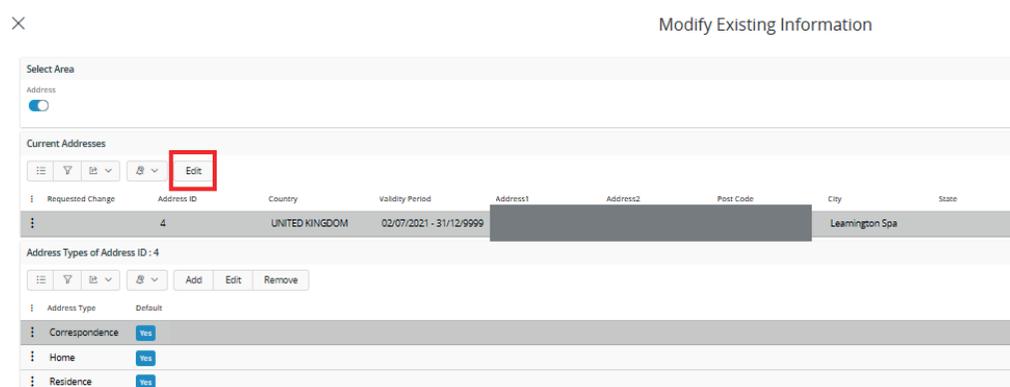
2

Click Address



3

Click edit



**4** Enter the end date (When you left the address) and press 'Modify and Confirm. If you press modify this wont be submitted for approval.

### Adding your new address

**5** Press Add

**6** Click Address

**7** Enter the next corresponding number for the address ID, i.e. if your address ID was 4, input 5.

Next enter the validity period for your new address. This will need to be in sync with your last address's validity period ended. Ie if you left your address on the 05/03/2025, your new validity period would be 06/03/2025. The end date would need to be entered as '31/12/9999'.

**8** Enter your new address details

**9** Select Address Type as 'Home' click the default slider, press done and finally 'Save and Confirm'.

**10** You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Comment
Address	Modified Address information	4; GB; 02-JUL-2021; 31-DEC-9999; TRUE; No; Raiford Semle	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Raiford Semle	Modification	06/03/2025	Confirmed	
Address	New Address information		5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	

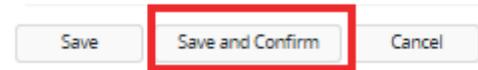
**How to make changes to your name**

**1** Click Modify

**2** Click Personal

Before making the change, please provide your manager with a copy of your name change documents, Managers will need to submit this to the People Shared Services team via Service now to be saved on your file.

**3** Amend your first name/ last name / Title / and marital status as necessary. You wont need to amend your Internal/External display names as this will be picked up automatically. Once you have made changes press Save and confirm

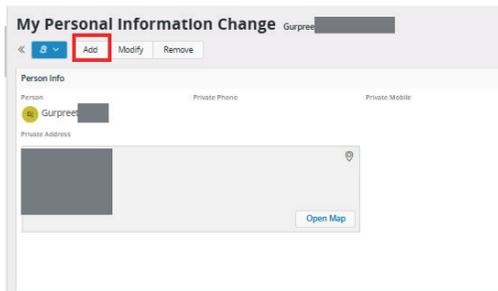


**4** You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Can
Address	Modified Address information	4; GB; 02-JUL-2021; 31-DEC-9999; TRUE; No; Radford Semele	4; GB; 02-JUL-2021; 05-MAR-2025; TRUE; No; Radford Semele	Modification	06/03/2025	Confirmed	
Address	New Address information		5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	
Personal	Last Name	Jandu	smitn	Modification	06/03/2025	Confirmed	

### How to make changes to your personal contact information

**1** Press add



**2** Press Contact Methods



**3** Select the relevant communication method from the drop down menu. ie Mobile, Email, Phone. Within the value input your new details.

Add New Contact Method

Communication Method	Value	Validity Period
E-Mail	newemail@hotmail.com	01/01/2025 - 31/12/9999

**4** Next select your current address from the Address ID drop-down menu, and select default per Method and address.

Address Connection

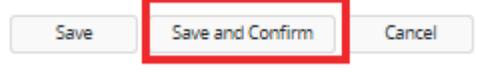
Address ID	Address Description
5	13 Yellow Brick Road Kansas Warwickshire CV34 6DA

Additional Contact Information

Default per Method  Default per Method and Address

Name	Description

5 Press Save and Confirm

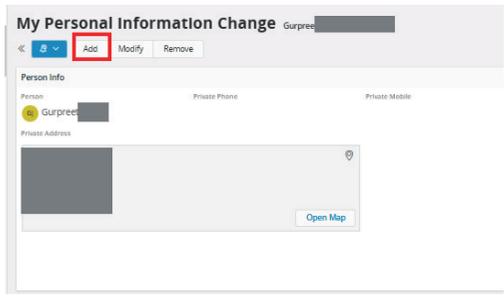


6 You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

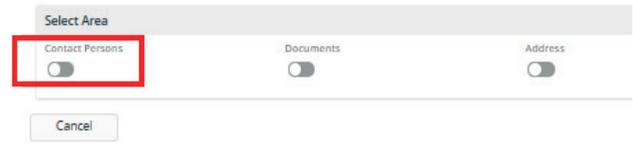
Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Comment
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Address	New Address information		5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	
Personal	Last Name	jandu	smith	Modification	06/03/2025	Confirmed	
Contact Information	New Contact Information information		E-Mail; newemail@hotmail.com; 01-JAN-2025; 31-DEC-9999; 5; ...	Addition	06/03/2025	Confirmed	

### How to make changes to your emergency contact information

1 Press add



2 Press Contact Persons



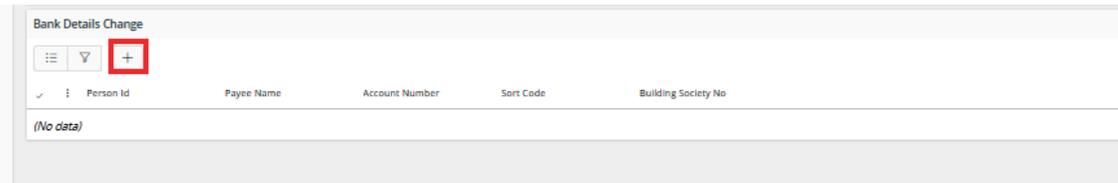
3 Input the new details such as First name, last name, phone, and relationship. Select Emergency contact. Lastly Press Save and confirm

4 You will be able to see your pending changes, once approved by your manager they will disappear and be live on the system.

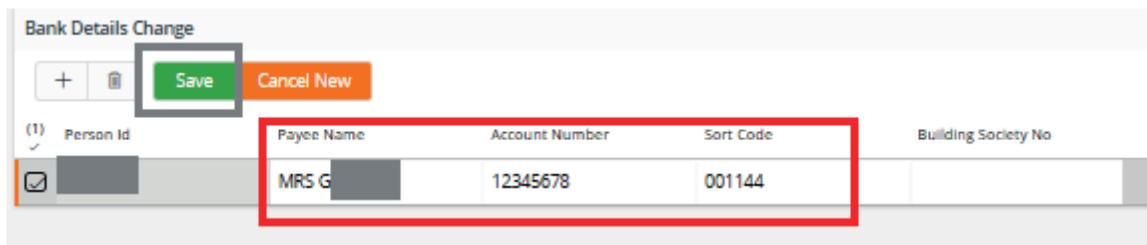
Area	Changed Information	Old Information	New Information	Requested Change	Request Date	Status	Comment
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Address	New Address information		5; GB; 06-MAR-2025; 31-DEC-9999; FALSE; No; Kansas	Addition	06/03/2025	Confirmed	
Personal	Last Name	jandu	smith	Modification	06/03/2025	Confirmed	
Contact Information	New Contact Information information		E-Mail; newemail@hotmail.com; 01-JAN-2025; 31-DEC-9999; 5; ...	Addition	06/03/2025	Confirmed	
Contact Person	New Contact Person information		John; Doe; John Doe; BROTHER; 07555555555; Yes; -	Addition	06/03/2025	Confirmed	

## How to make changes your Bank Details

- 1 Under Bank Details Change, press the + Button

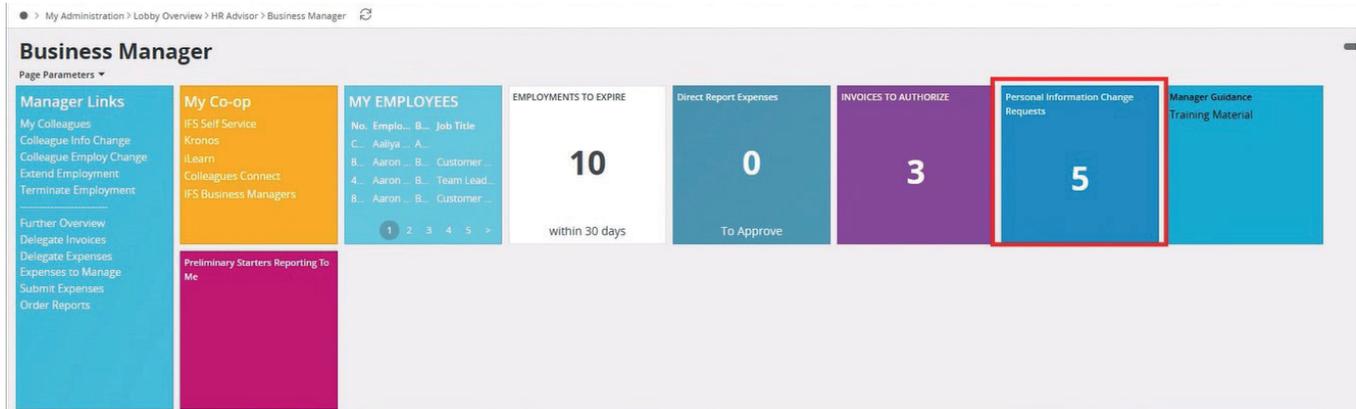


- 2 Input your Bank Details, then press Save. (Please ensure these are correct, as once submitted they will go live without your managers approval)



# Managers guidance on approving personal changes

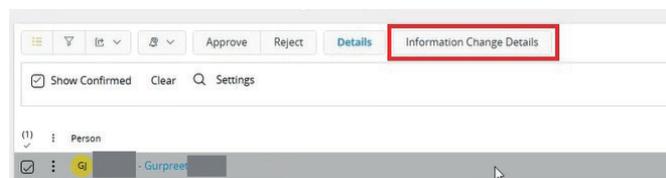
Within your Business Manager lobby in IFS you will be able to view any Personal Information Change requests



- 1 Click into the Personal Information Change requests, the changes will be displayed

Person	Area	Request Date	Status	Requested Change	Approver	Approving Date	Approver Comment
Gurpreet	Address	06/03/2025	Completed	Address			
Gurpreet	Address	06/03/2025	Completed	Address			
Gurpreet	Personal	06/03/2025	Completed	Personal			
Gurpreet	Contact Information	06/03/2025	Completed	Contact Information			
Gurpreet	Contact Person	06/03/2025	Completed	Contact Person			

- 2 Highlight the change and Press Information change Detail to view the change



- 3 The change will be displayed, review the information and Press Approve. If you do reject any changes speak to the colleague directly as they may need to resubmit the change. Once the change is approved this will be live on the system.



## Approving a name change

When approving a name change, the colleague will need to provide you with the documents for you to verify before you approve them on IFS. You will need to provide the documents via Service Now [click here](#) for these documents to be saved on the colleague file.