



D A M S T R A

CONNECT + PROTECT YOUR WORLD



TWMS Mobile

How to Update Personal Details

PRODUCT: Damstra Workforce Management

VERSION:

AUTHOR: Clarice Adolacion

APPROVED BY:

How to Update Personal Details

Employees may update their address, next of kin, and/or other personal information without their contractor/accountholder's assistance by logging on to TWMS Mobile App.

Important: Accountholders must create an employee portal account first to be able to get into the TWMS Mobile App.

To update your personal details,

1. Download TWMS mobile in Google Play Store or Apple App Store



2. Enter your username and password, then click [Login](#)

Damstra

DAMSTRA

Server Location:
Australia

User name:
Please type in your user name

Password:
Please type in your password

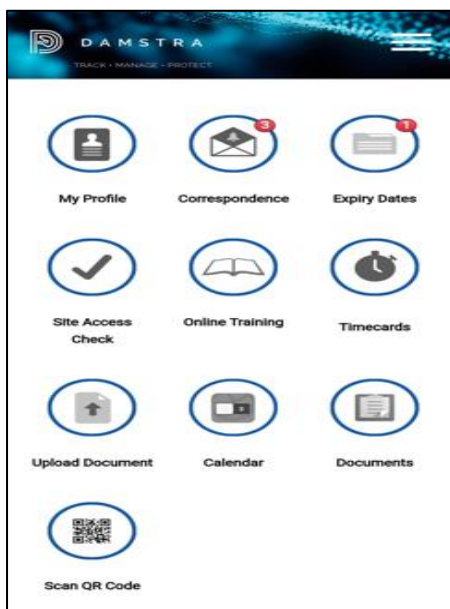
Save credentials

Login

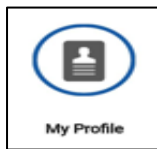
Sign in with Corporate Identity

* If you do not have a username and password or have forgotten it, you can contact your company to receive one. Your company can retrieve your username and password from their TWMS portal, under company -> login account management -> employee portal accounts.

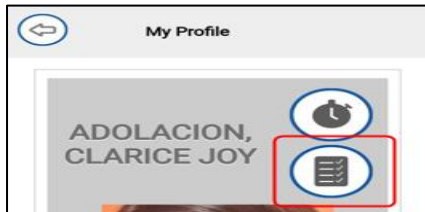
3. Once login, you will land to the main menu



4. Go to *My Profile*



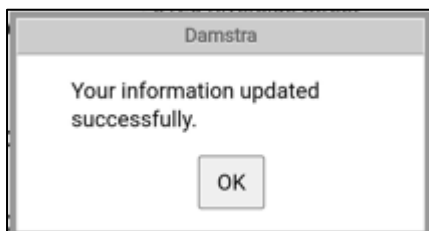
5. Beside your name, click the checklist icon in red box below



6. You will get to the Edit Profile page where you can change your personal details

A screenshot of the "Edit Profile" page. At the top, it says "Edit Profile" and "Your information updated successfully." Below this are several input fields for personal information: Address, City, State, Country, Post Code, Home Tel, Work Tel, Mobile Tel, Email, Next of Kin Name, Next of Kin Address, Next of Kin Relationship (with a dropdown arrow), Next of Kin Tel, Next of Kin Work Tel, and Next of Kin Mobile Tel.

7. Click *Submit* when done



Note: Changes in your personal details should reflect real time. If not, please contact Damstra Global Support.