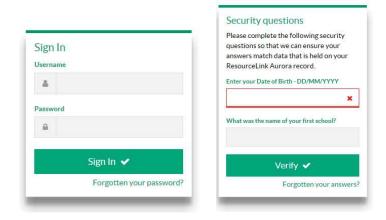
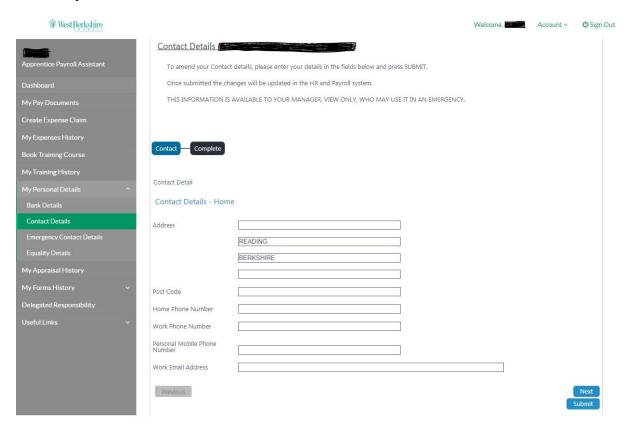
## **Update Contact Details**

To access MyView click on the link <a href="https://selfservice.westberks.gov.uk">https://selfservice.westberks.gov.uk</a>

Sign in using your Payroll number and password. Then complete security – remember answers are case sensitive. If you have not previously signed in please use sign in guidance notes. Your finance team will be able to provide these.



Once in MyView the Contact Details tab can be found on the left side of the screen, under My Personal Details.



Change your details and then click Submit.