

EVERYTHING ABOUT YOU AT HCL

View and update your personal and organizational information



STEP
01

Log on to **My HCL** and go to My HCL > My Career > My Profile (ESS).

View and/or update your name, address, education, previous employers, pay slips, family details, etc. on **My Information – Personal**.



STEP
02



STEP
03

View your current employment details on **My Information-Employment**.

Update your bank and PAN card details on **My Information – Account** to get registered on HCL's payroll.



STEP
04



STEP
05

My Information – Savings displays your savings details as declared in the IT Declarations application.

Things to Remember

- Your profile should be updated within 10 days of joining.
- All fields marked as * are mandatory.
- Please get in touch with your HR partner for any changes in My Organization – Employment.
- Please get in touch with your EHS SPOC/representative for any changes in My Organization – Account.