How to Update Employee Profile in Applicant Portal

Login in Applicant Portal, then click profile icon then click Profile Update Request.
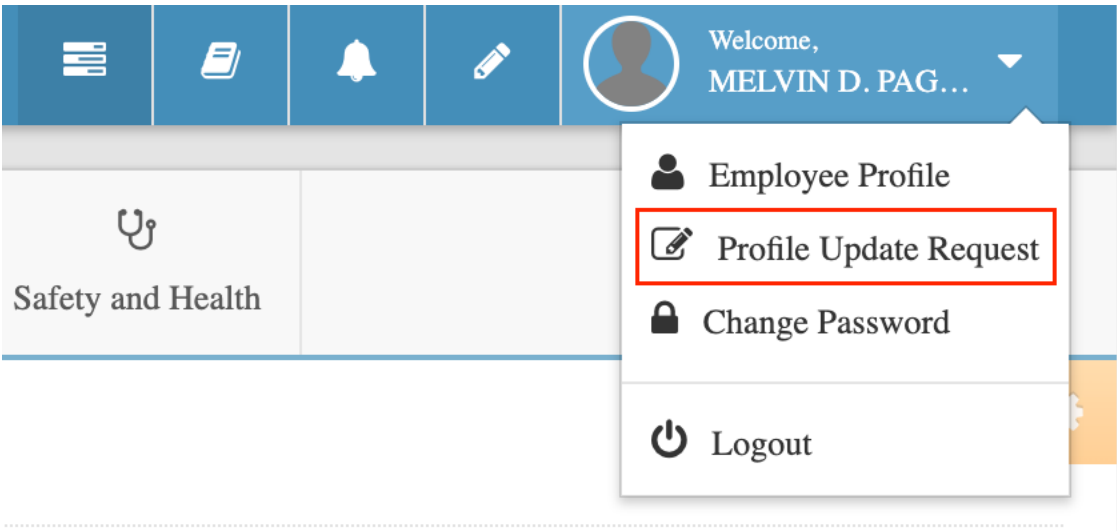
To Request or add new request, click the + button.

Select the details you want to update in Request Type.

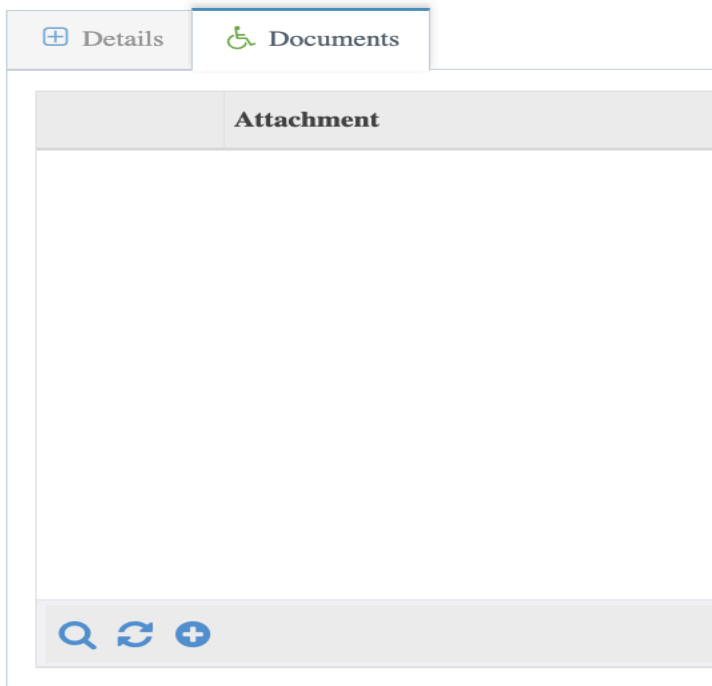For example: you select the **Personal Details**, then you want to change your civil status From Single to Married.

You need to select the **Married** status in Civil Status, then date of marriage then go to documents tab for attachment for the Marriage Certificate.
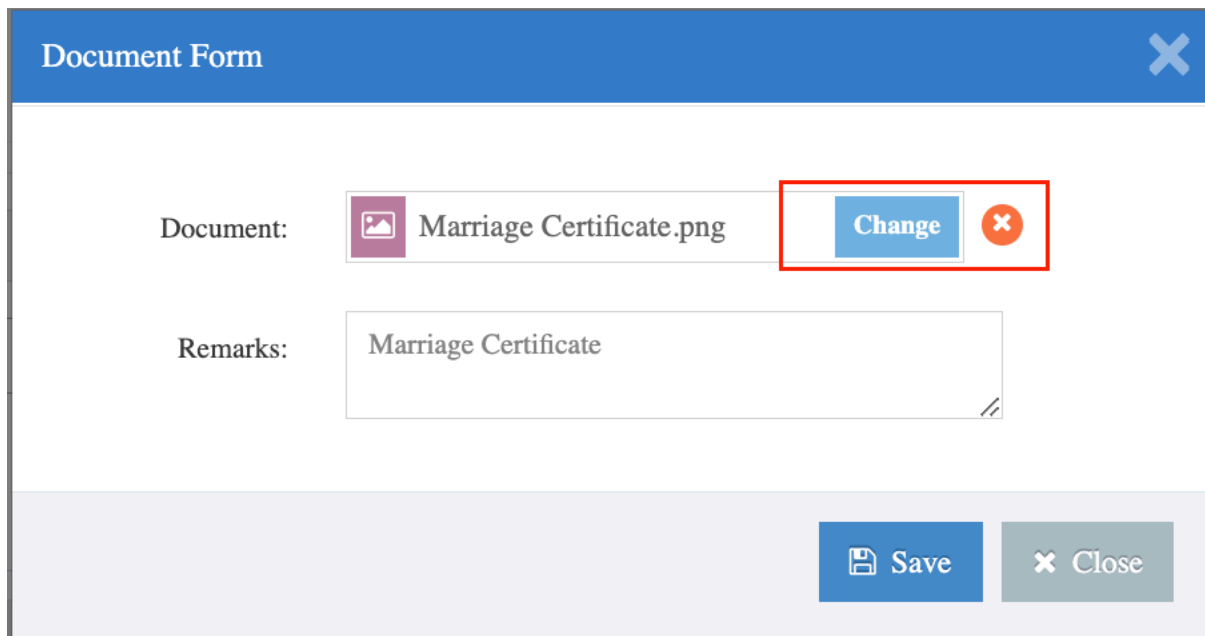
Click the ⊕ button to add attachment.

Select the Change in Document then input Remarks then once done, click the Save Button.

Once Details and Documents tab is done, click the Save button to submit it to HR for approval.

Profile Update Request Form »

| Request Date: | 07/22/2024 | 🗓 | | Status | New |
| Request Type: | Personal Details | ✖ ▾ | | Remarks: | |

⊞ Details | ♿ Documents

	Attachment	Remarks
⬇ ✎ ❘ 🗑	Marriage Certificate.png	Marriage Certificate

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💾 Save   ✖ Close