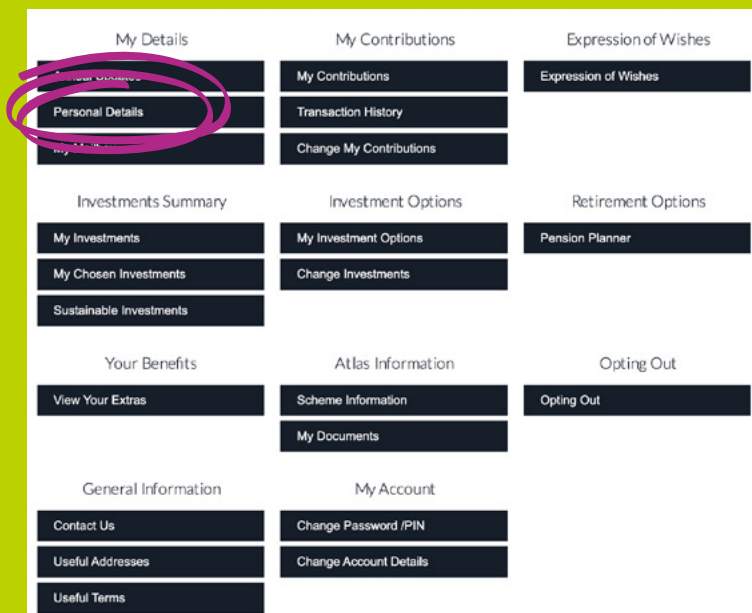


# How to ... ...change your personal details

You can change your personal details by logging in to your account online.

Once you're logged in, click on menu and go to 'Personal Details'.



Many clients allow you to change your personal details via your online account. However, if this option is not available to you, please contact your HR team.

## Keep in touch.

 By telephone  
0800 011 3540

 To email us  
memberenquiries@seimastertrust.co.uk

 To view your savings, visit  
[portal.hartlinkonline.co.uk/atlasmastertrust](http://portal.hartlinkonline.co.uk/atlasmastertrust)



The personal details that are held for you will be shown on the page. To change your address details, click on the ‘View or change my address details’ button.

From here you can add a new address by clicking the ‘New Address’ button or edit your address by clicking the pen and paper icon at the beginning of the row your address is shown on.

Next, enter your address details and click **proceed**. When you get to the last page make sure you tick the ‘Terms and Conditions’ box and then click on ‘Submit’.

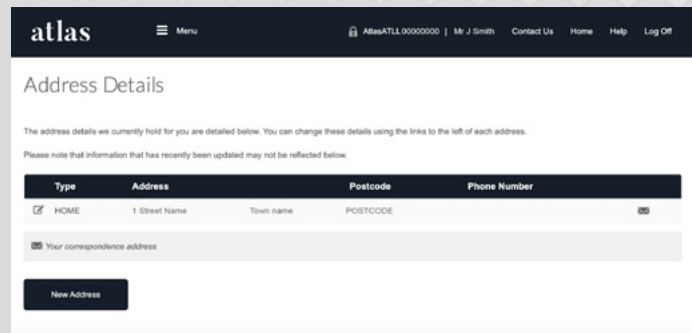
You can also nominate beneficiaries for your benefits from the ‘Personal Details’ page. To do this click on the ‘Expression of Wishes’ text underneath the ‘Nomination Details’ header at the bottom of the page.

To add a new beneficiary, click the ‘Add’ button and then fill out the details of the person you’d like to nominate. To edit the details of a current beneficiaries, click the pen and paper icon underneath ‘Select’ in the row the nominee details are shown on, then update the details and click ‘Update’.

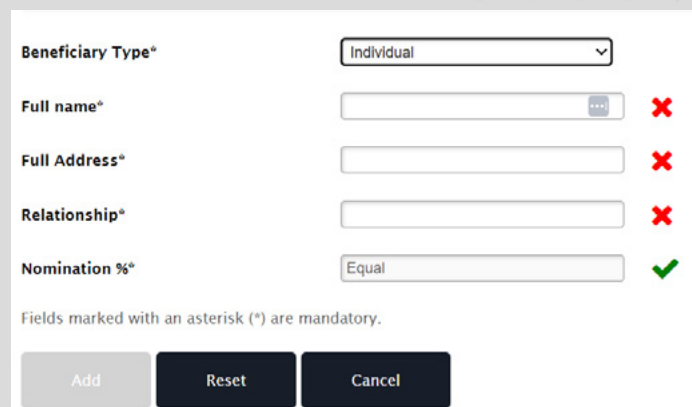
You can add up to a maximum of 10 beneficiaries. Make sure you fill out the percentage you’d like each beneficiary to receive underneath the ‘Nomination %’ header (these must add up to 100%). If you’d like them all to receive equal amounts, you can tick the ‘I confirm that I wish all nominees to receive equal proportions of any benefits payable’ box.

When you have finished adding your beneficiaries’ details, you will need to click on the ‘Submit’ button at the bottom of the page and confirm your changes on the following page. You will receive a confirmation message stating that your changes have been accepted once this form has been completed.

To change any of your other personal details, please contact your HR department.



The screenshot shows the 'Address Details' page in the Atlas system. The header includes the 'atlas' logo, a menu icon, and user information: 'AtlasATLL 00000000 | Mr J Smith | Contact Us | Home | Help | Log Off'. The main content area is titled 'Address Details' and contains a table of addresses. The table has columns for 'Type', 'Address', 'Postcode', and 'Phone Number'. The first row is marked as 'HOME' and contains '1 Street Name', 'Town name', and 'POSTCODE'. Below the table, there is a section for 'Your correspondence address' and a 'New Address' button.



The screenshot shows a form for adding a beneficiary. The 'Beneficiary Type\*' dropdown is set to 'Individual'. The 'Full name\*', 'Full Address\*', and 'Relationship\*' fields are empty and marked with a red 'X' icon, indicating they are mandatory and currently empty. The 'Nomination %\*' dropdown is set to 'Equal' and marked with a green checkmark icon. Below the form, there are three buttons: 'Add', 'Reset', and 'Cancel'. A note at the bottom states: 'Fields marked with an asterisk (\*) are mandatory.'

