# Adding or updating your User profile

The details you entered when creating your account will be saved in the system, however to complete your User profile we need more information from you. You can also update any existing details within your User profile using this process.

## Adding or updating your personal details

1)   To add or update your personal details within your User Profile, click on 'Account', then on 'My Account'.
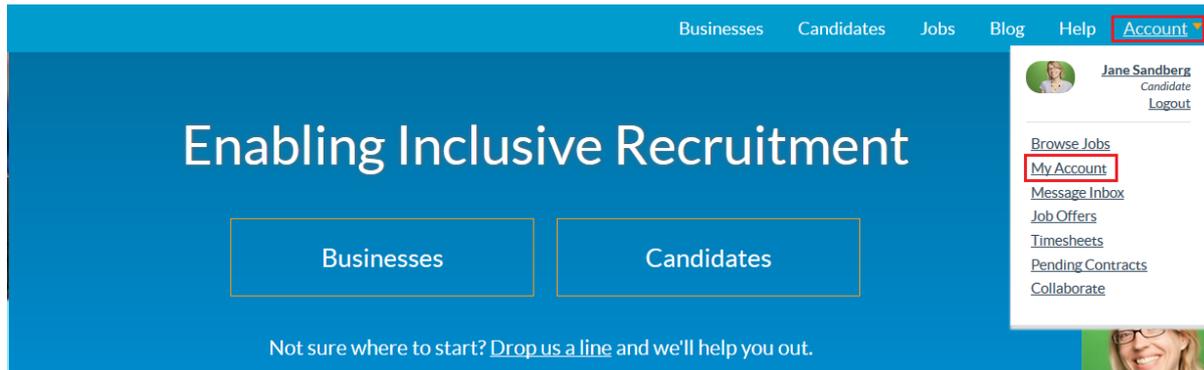
2)   On the My Profile page, click on 'Edit'.

3)   Your full name, email address and username entered when registering will already be saved, you can change any of these by simply updating the text box. For example, to update your First Name, click in the First Name field and type your name.
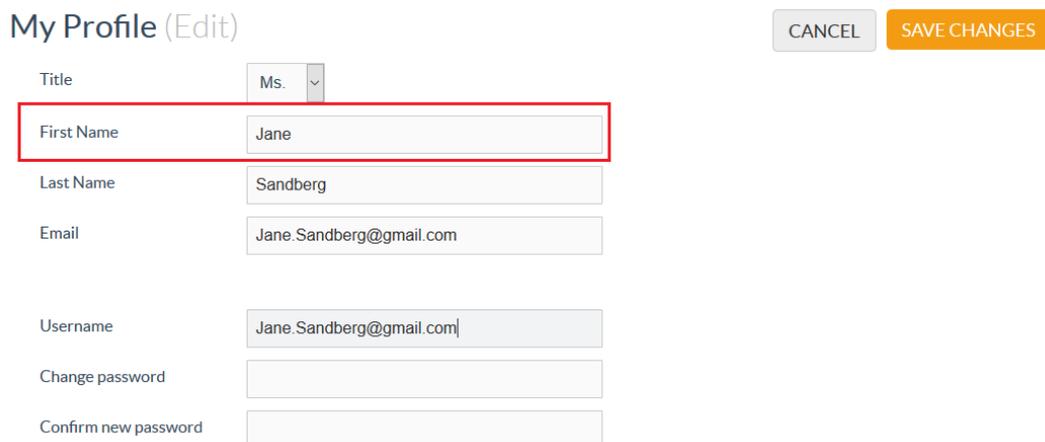
4) To add or update your Gender, select the radio button next to your Gender.

Gender	○ Not specified	○ Male	⦿ Female	○ Other
Date of Birth	11 ⌄	March ⌄	1986 ⌄	

5) To add or update your Date of Birth, from the drop-down menus select the day, month and year of birth.

Gender	○ Not specified	○ Male	⦿ Female	○ Other
Date of Birth	11 ⌄	March ⌄	1986 ⌄	
Address	123 Example Street			

6) To add or update your Address, simply type your address into the fields provided.

Gender	○ Not specified	○ Male	⦿ Female	○ Other
Date of Birth	11 ⌄	March ⌄	1986 ⌄	
Address	123 Example Street			
Suburb / City / Town	Melbourne			
State	VIC ⌄			
Postcode	3000			
Country	Australia			

7) To add or update your contact phone numbers, simply update the fields provided.

Country	Australia
Phone Number	0392121234
Mobile	0413000000

8) Once you have updated your details, click 'Save Changes'.
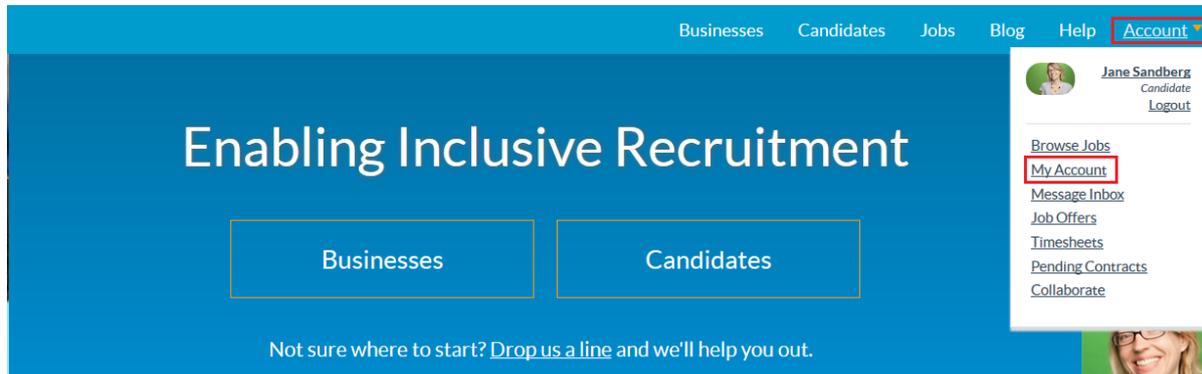
My Profile (Edit)

CANCEL   SAVE CHANGES

Title	Ms. ⌄

Changing your password

1) To update your password, click on Accounts, then on My Account.

2) On the My Profile page, click on 'Edit.'

3) Simply type in your new password in the Change password field, then confirm your new password in the Confirm new password field.

4) Once you have changed your password, click Save Changes.

Adding your tax details

If you are interested in working for us as a Labour Hire company, we will need your tax file number and tax preferences.

1)   To add your tax details, first add your tax file number into the Tax File Number field.

Tax File Number	111 222 333
	This field is only required if you secure employment with us

Tax Scale: 2 - Claimed Tax-free threshold and with or without Leave Loading (default)

Do you want to claim the seniors and pensioners **tax offset** by reducing the amount withheld from payments made to you?   ⦿ No   ◯ Yes

If yes, please complete a Withholding declaration (NAT 3093) available via the Australian Taxation Office and email this to info@enabledemployment.com

Do you have a Higher Education Loan Program (**HELP**), Student Start-up Loan (**SSL**), Financial Supplement debt or Trade Support Loan (**TSL**) debt?   ⦿ No   ◯ Yes

2)   Select your tax scale from the drop-down menu. This will default to the most common selection '2- Claimed Tax free threshold without Leave Loading'.

Hint: If you have not claimed the tax-free threshold with any other employer this is the best option for you. If you have multiple employers, you may wish to select a different option.

Tax File Number	111 222 333
	This field is only required if you secure employment with us

Tax Scale: 2 - Claimed Tax-free threshold and with or without Leave Loading (default)

Do you want to claim the seniors and pensioners **tax offset** by reducing the amount withheld from payments made to you?   ⦿ No   ◯ Yes

If yes, please complete a Withholding declaration (NAT 3093) available via the Australian Taxation Office and email this to info@enabledemployment.com

Do you have a Higher Education Loan Program (**HELP**), Student Start-up Loan (**SSL**), Financial Supplement debt or Trade Support Loan (**TSL**) debt?   ⦿ No   ◯ Yes

3)   Select whether you want to claim the seniors and pensioners tax offset by selecting the radio button. If you wish to claim this, you will need to provide us with further details using the form provided on the screen and email this to us.

Tax File Number	111 222 333
	This field is only required if you secure employment with us

Tax Scale: 2 - Claimed Tax-free threshold and with or without Leave Loading (default)

Do you want to claim the seniors and pensioners **tax offset** by reducing the amount withheld from payments made to you?   ⦿ No   ◯ Yes

If yes, please complete a Withholding declaration (NAT 3093) available via the Australian Taxation Office and email this to info@enabledemployment.com

4)   Select whether you have an Higher Education Loan Program(HELP) or Student Start-up Loan (SSL), Financial Supplement Debt or Trade Supplement Loan (TSL) debt by selecting the appropriate radio button.

Do you want to claim the seniors and pensioners **tax offset** by reducing the amount withheld from payments made to you?	◉ No ○ Yes If yes, please complete a Withholding declaration (NAT 3093) available via the Australian Taxation Office and email this to info@enabledemployment.com
Do you have a Higher Education Loan Program (**HELP**), Student Start-up Loan (**SSL**), Financial Supplement debt or Trade Support Loan (**TSL**) debt?	◉ No ○ Yes

Adding your superannuation details.

1)   If you have a superannuation provider you wish to add, please add this to your profile. If you don't have a superannuation provider or wish to use our default, simply check the checkbox beside 'I don't have a superannuation fund'.

I don't have a superannuation fund	☐ Use our default super fund, REST Industry Super
Superannuation Fund	▼
Superannuation Fund ABN for self-managed funds, or funds not included in the above dropdown list	

2)   To add your own superannuation fund details, select the Superannuation Fund from the drop-down menu.

Hint: Your superannuation fund may have multiple funds and you may need to check with them for the appropriate fund type.

I don't have a superannuation fund	☐ Use our default super fund, REST Industry Super
Superannuation Fund	RES0103AU - Retail Employees Superannuation Trust (REST) (REST Industry Super) ▼
Superannuation Fund ABN for self-managed funds, or funds not included in the above dropdown list	

3)   If you are unable to locate your superannuation fund or have a self-managed fund, please provide us with the fund ABN in the Superannuation Fund ABN field.

I don't have a superannuation fund	☐ Use our default super fund, REST Industry Super
Superannuation Fund	RES0103AU - Retail Employees Superannuation Trust (REST) (REST Industry Super) ▼
Superannuation Fund ABN for self-managed funds, or funds not included in the above dropdown list	

4)   Add your superannuation member number by typing the number into the appropriate field.

I don't have a superannuation fund	☐ Use our default super fund, REST Industry Super
Superannuation Fund	RES0103AU - Retail Employees Superannuation Trust (REST) (REST Industry Super) ▼
Superannuation Fund ABN for self-managed funds, or funds not included in the above dropdown list	
Superannuation Member Number	111222333

Adding your work availability information

To let employers know when you are ready to start, your available hours and your flexible working arrangements, complete the following steps.

1)   If you are available to start work now, select the Now radio button under Available to start work.

Available to start work	⦿ Now
	○ From the following date:
	[⌄] [⌄] [⌄]
Hours available	☑ Full time
	☐ Part time

2)   Alternatively, if you are available to start on a future date, select the 'From the following date: radio button and select the day, month and year that you are available to start.

Available to start work	⦿ Now
	○ From the following date:
	[⌄] [⌄] [⌄]
Hours available	☑ Full time
	☐ Part time
	☐ Casual

3)   Select the appropriate checkbox under Hours available to indicate your available hours. For example, if you are available full time, check, full time.

Hint: You can select multiple options here.

	○ From the following date:
	[⌄] [⌄] [⌄]
Hours available	☑ Full time
	☐ Part time
	☐ Casual
	☐ Custom: [⇕] hours per week
Location preference	○ Not specified

4)   Indicate whether you are able to work on site or need to work from home by selecting the appropriate radio button as shown below.

Hours available	☑ Full time
	☐ Part time
	☐ Casual
	☐ Custom: [⇕] hours per week
Location preference	○ Not specified
	○ Work from home (remote)
	○ Work on site
	⦿ Happy to work either at home or on site

5)   Once you have updated your preferences, click on 'Save Changes.'

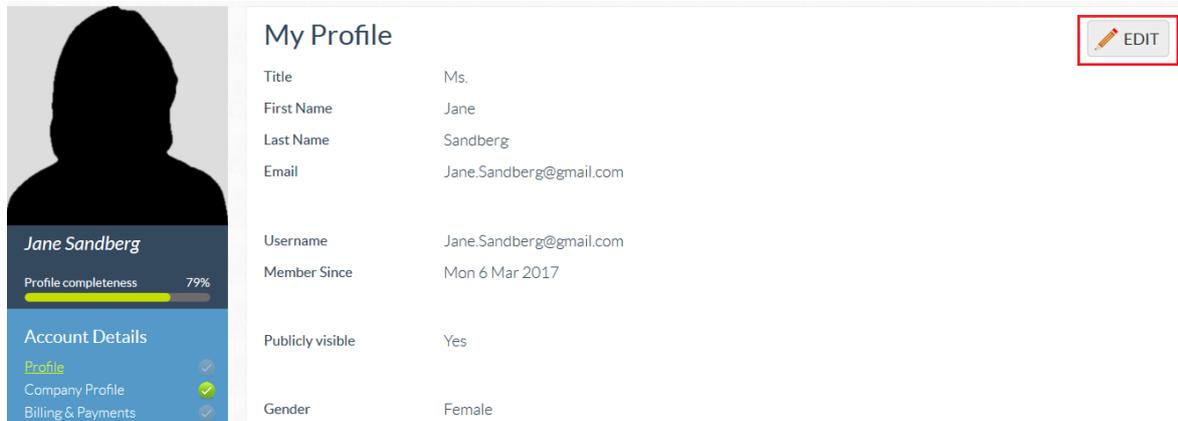My Profile (Edit)   CANCEL   SAVE CHANGES

Title   Ms. ⌄

Adding a photo

If you wish to, you can add a photo to your Enabled Employment profile. As this photo is visible to potential employers, it's a good idea to select a professional looking photo similar to what you would use on a site such as LinkedIn.
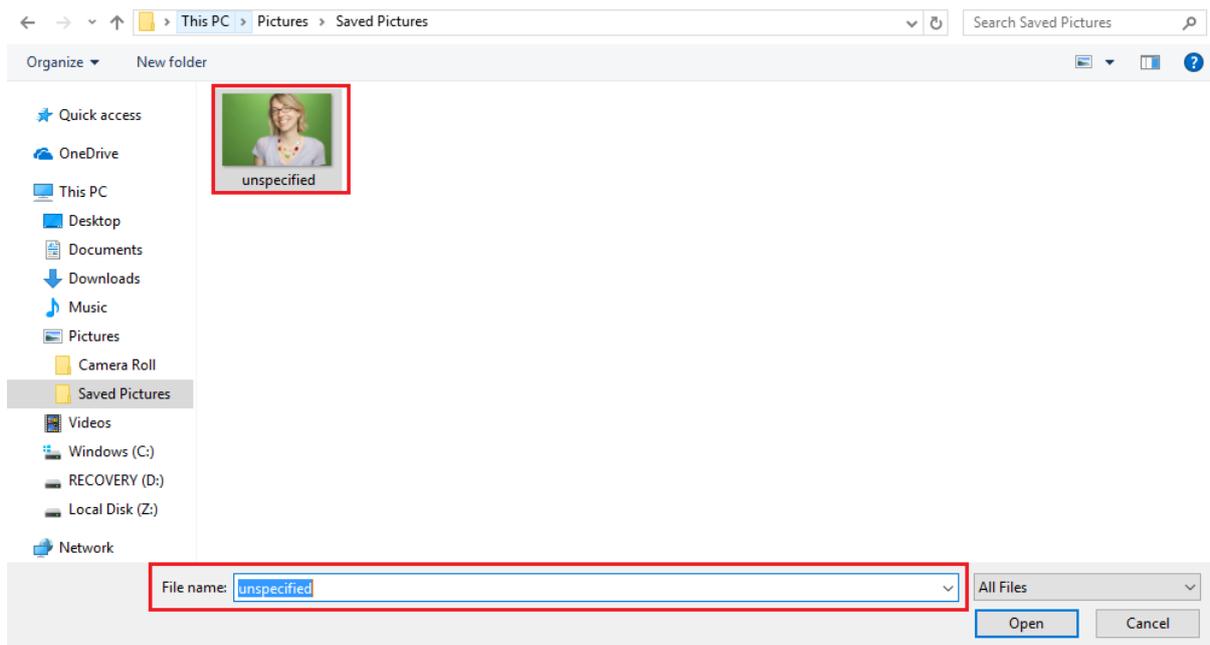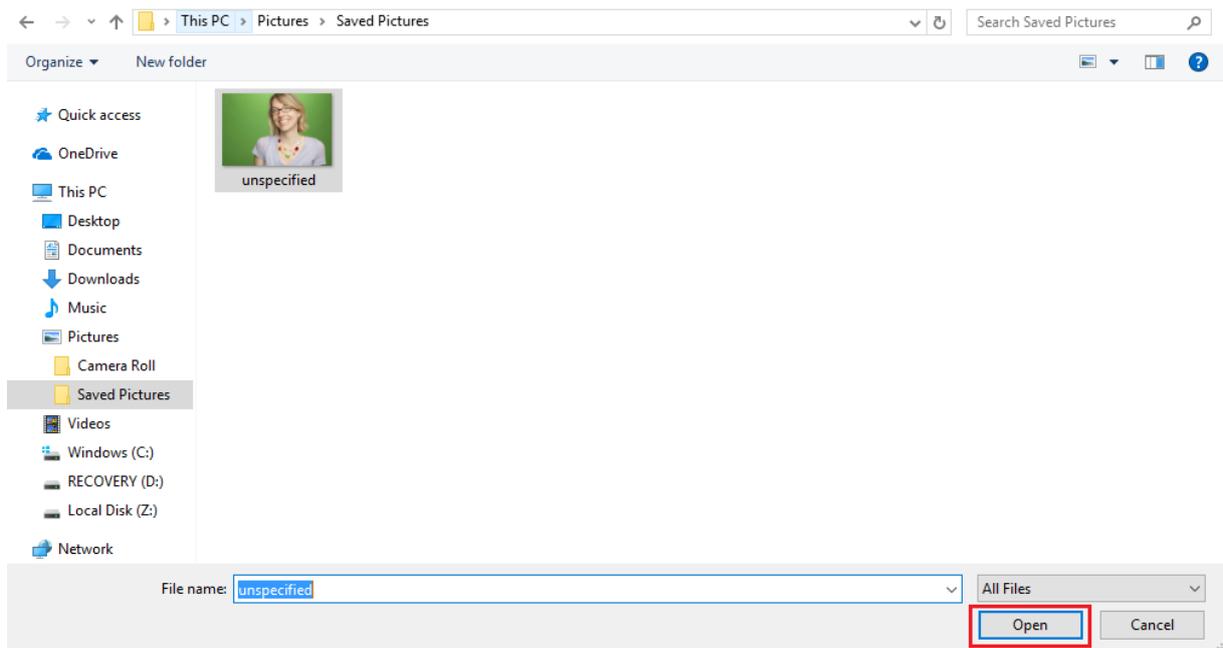
1)   To add or update a photo, first click on 'Edit'

2)   On the left-hand side under Upload New Photo, select 'Browse'.
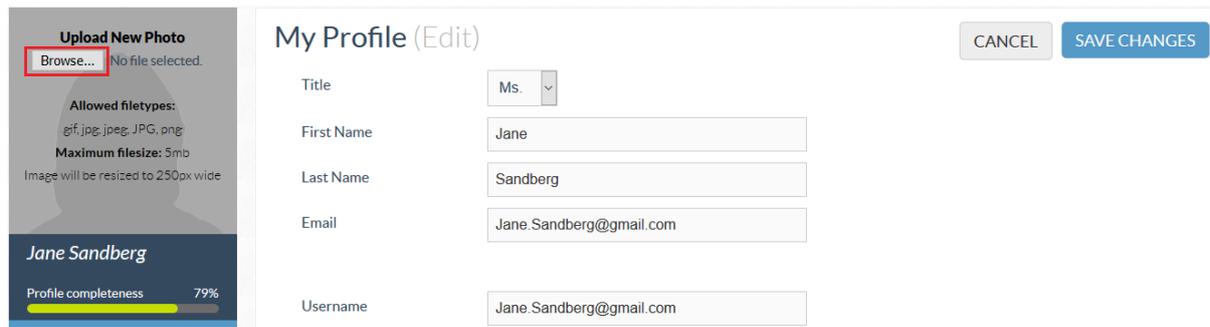
3)   This will open the file browser and allow you to select a photo from your existing photo's. Locate the appropriate file and click on the file to select it.

4)   Select 'Open'

5)   The file name will now appear beside the Browse button. To save the changes and upload the photo, click on 'Save Changes'