

ESIworker

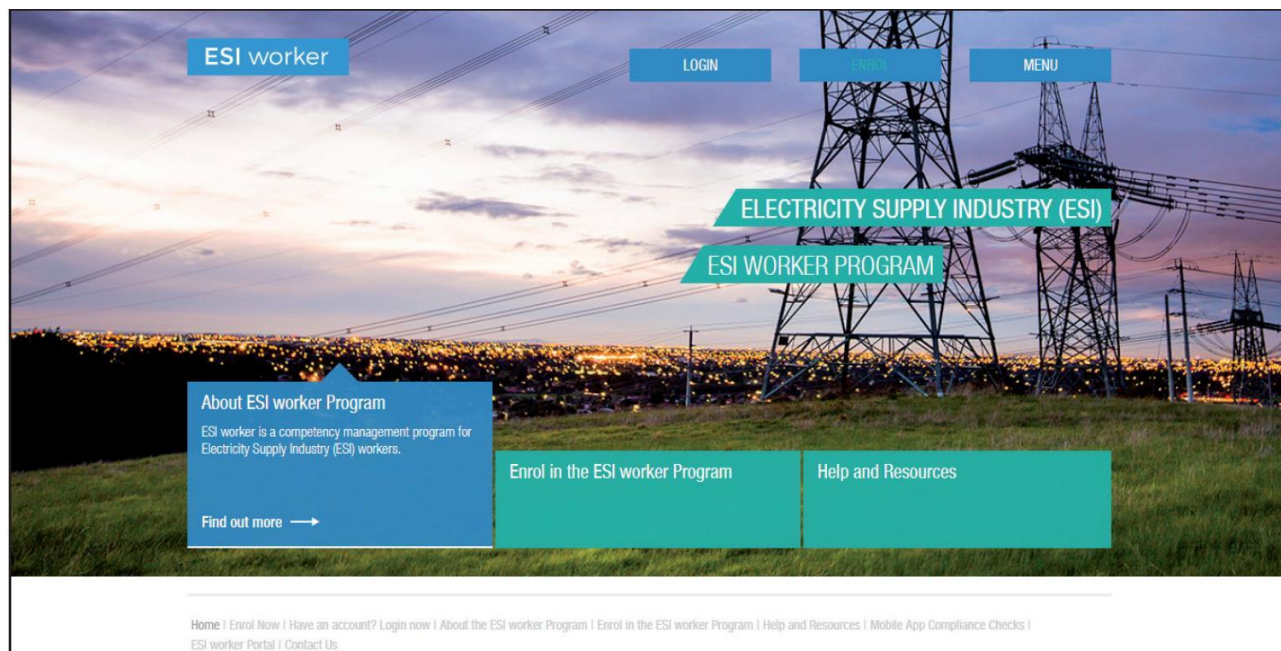
User Guide for Updating Worker Data

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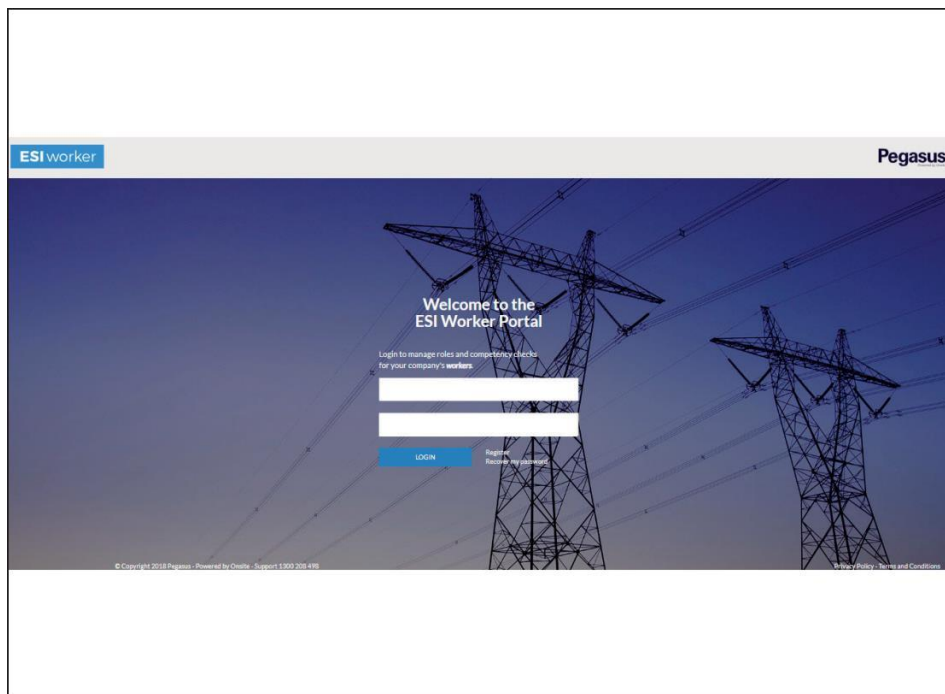
ESI worker

Please follow this step-by-step guide to update the details of your workers.



Step 1

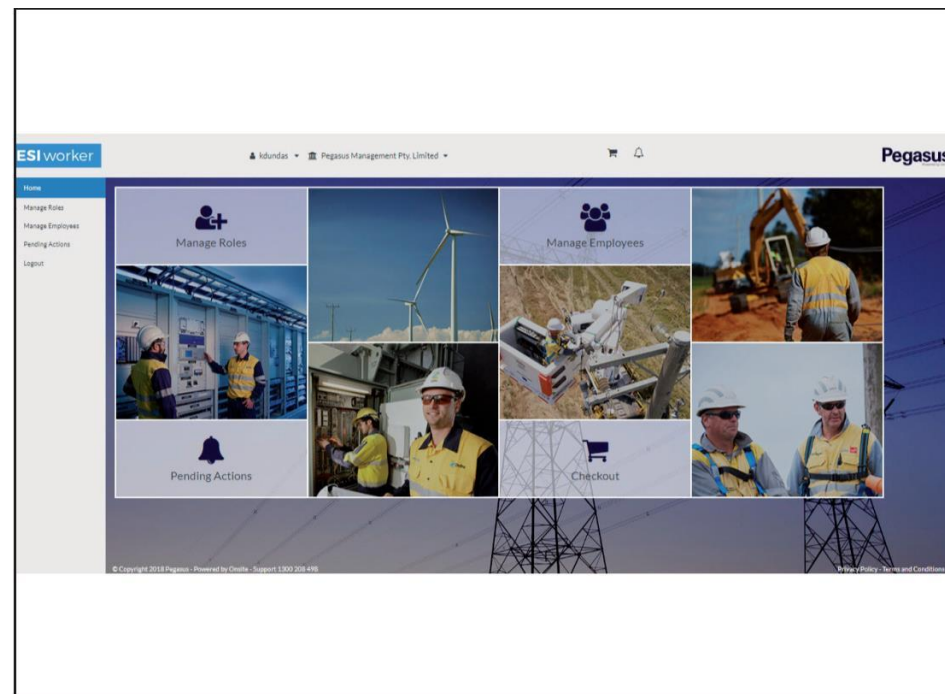
Please go to <http://www.esiworker.com.au> and click on "Login" in the top menu bar.



Step 2

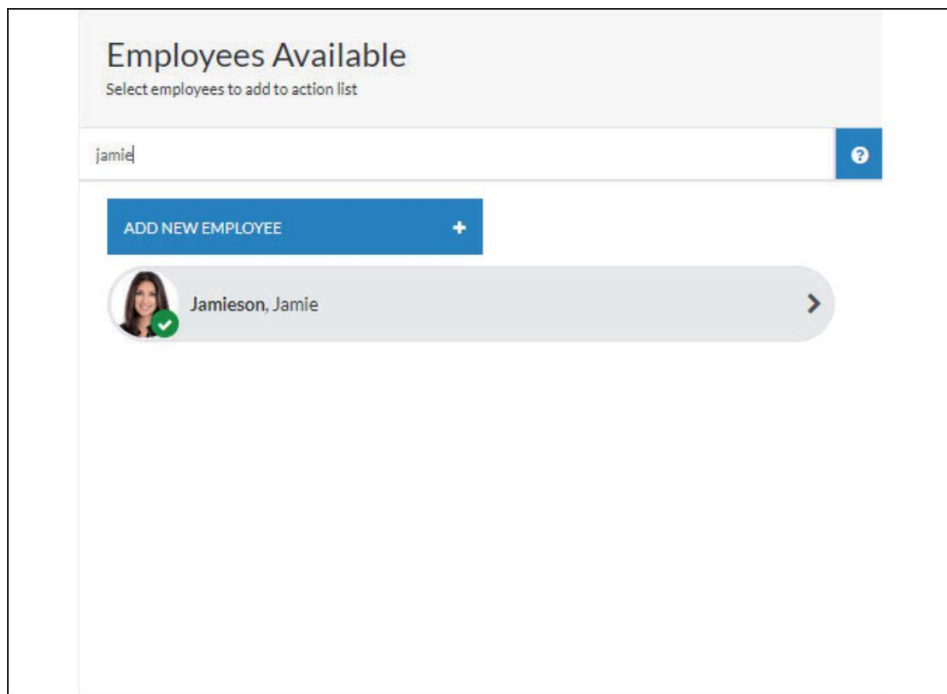
On the home page of the ESI worker portal, enter your login details and click on "Login".

Note: the password is case sensitive.



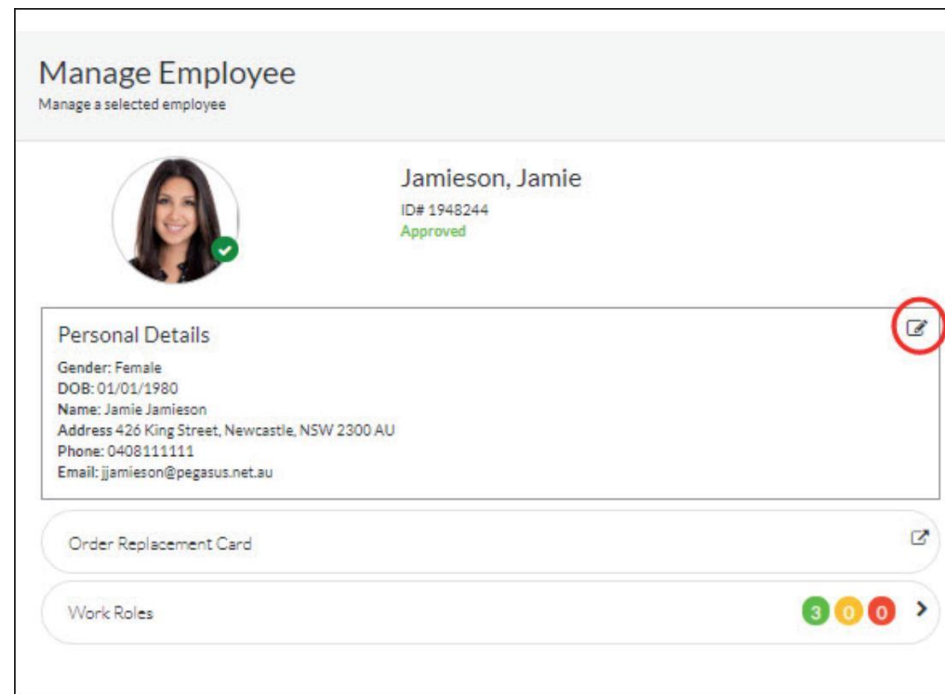
Step 3

On the home page of your portal, use the dashboard tile or the side menu to select "Manage Employees".



Step 4

Search for and select the worker whose details you need to update.



Step 5

Click on the "Edit" icon circled above.

Personal Details
Edit Jamie Jamieson's details

Person

Photo Upload
Upload

First Name *	Jamie
Middle Name	Middle Name
Last Name *	Jamieson
Gender	Female
DOB	01/01/1990

Back to Manage Employees SAVE & CLOSE

Step 6

Upload a new photo and/or change the relevant details and select "Save & Close" when complete.



For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au