

Updating Candidate Information and Login Details

Annie Titiloye - 2025-02-03 - Comments (0) - Employer Ebulk DBS checks

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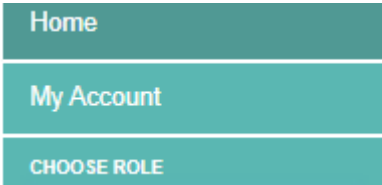
How to update the candidates name, email address, and resend login details.

Changing the Candidates Name and Email Address

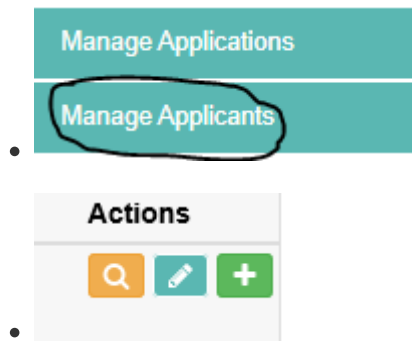
Create a step-by-step guide

- [Step 1:](#) Login to your eBulk account and change your role to BU Admin
- [Step 2:](#) Go to 'Manage Applicants'. Type in the candidates name and select the blue pen under actions
- [Step 3:](#) Update the name or email address, then select 'Save'

Step 1: Login to your eBulk account and change your role to BU Admin on the left hand-side

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Step 2: Go to 'Manage Applicants'. Type in the candidates name and select the blue pen under actions

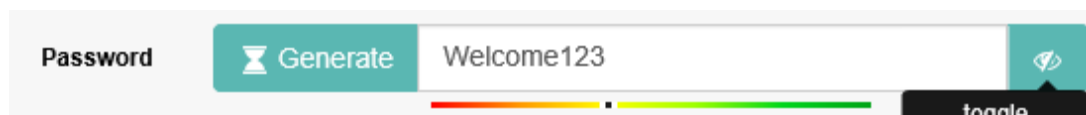


Step 3: Use the template in your article

- You can then type in the correct first name/surname/email address for the candidate and then press 'Save'. This will then automatically update the candidates details for the check.

Resend Login Details to the Candidate

- If the candidate needs to have their username and password re-sent to them to login and complete the check, you will need to follow the same steps in 'Changing the Candidates Name and Email Address'
- Once the candidate's details are open, if you type in a password, for example Welcome123, and then press 'Save', the system will automatically re-send the login details to the candidate:



Tags

DBS