

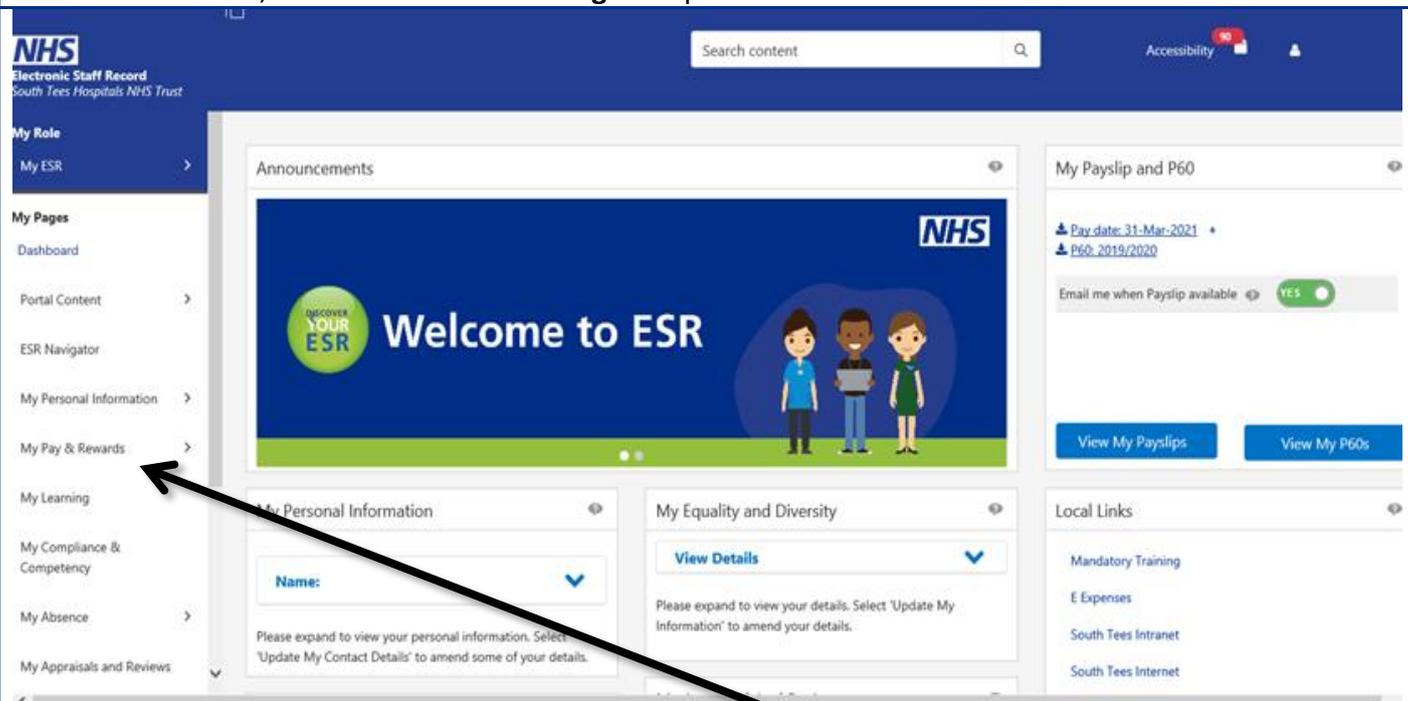
# How do I amend my bank account details?

You are able to update your bank account information in ESR. This change does not require manager approval before your ESR record is updated.

Please note that it is not possible to add or update bank account details when accessing ESR over the Internet. **CAN ONLY BE ACTIONED on the 1<sup>st</sup> or 15<sup>th</sup> of the MONTH.**

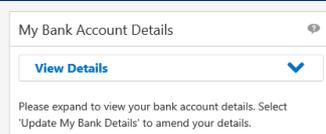
This functionality can be accessed from the My ESR Dashboard for users of the Employee Self Service and Employee Self Service (Limited Access) URP's.

- Log in to ESR
- In your **My ESR Dashboard**, you will find a number of **portlets** providing easy access to key information and direct links, as well as a **sidebar navigation** pane with links to all areas within Self Service.

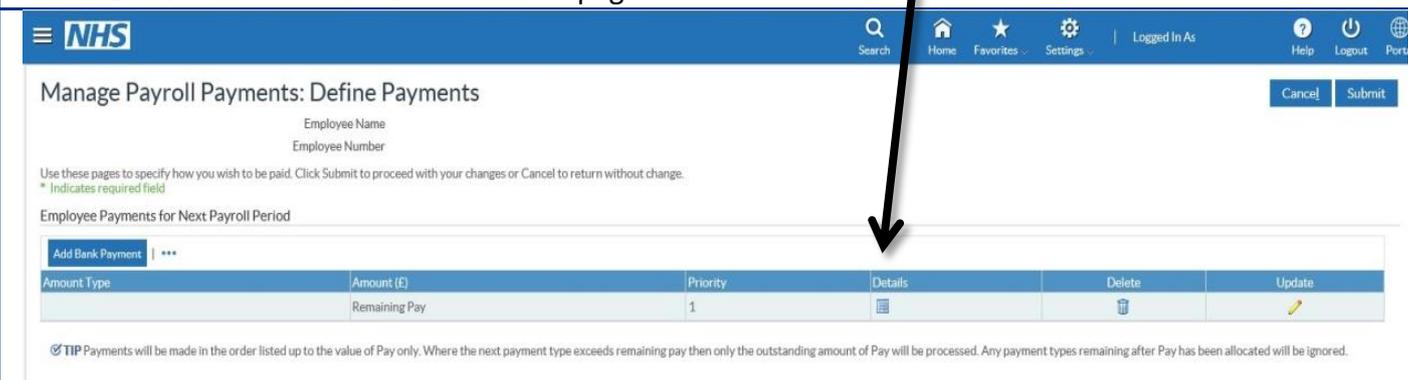


- If accessing via the sidebar navigation select **My Pay & Rewards**

- If accessed from the front portal screen  
**My Bank Account Details.**



- To see your current bank account details, select the icon under **Details** and, when finished, select **Back** to return to the Bank Account page.



**The Details icon is available for each row where bank details are available. Clicking this icon opens a read only screen where you can check the details held.**

- To update your bank account details, select the **pencil icon** beneath **Update**. **Do not select 'Add new bank payment.'**

**NOTE: Please read the advice given in the TIP on this page when making changes to your bank account details.**

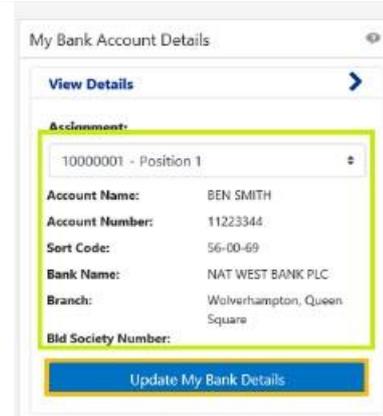
- Amend the details in each field as appropriate, and finish by selecting **Apply**.

**If Accessing via a portlet:**

- The **My Bank Account Details** portlet is collapsed by default. Click the **View Details** link to expand the portlet.
- The account details for your primary assignment are displayed by default.

**To add or update the account details for another assignment, you can select the applicable assignment from the dropdown list.**

- Click the **Update Bank Details** button.



- Your current bank details are displayed in a pop-up box. Click the **Account Number** field to highlight the data.

- Press the **Delete** key on the keyboard to clear the field.

- Click in the **Account Number** field and enter the new details.

**NOTE: An Account Number must not exceed 8 digits. Where less than 8 digits are entered, the account number will automatically be preceded with zero(es).**

- Next, highlight the data in the Sort Code field and press the **Delete** key on the keyboard to clear the entry.

- Enter a valid Sort Code.

**If a valid sort code is entered, the Bank Name and Branch fields will update automatically.**

- Click the **Confirm** button to apply the changes.

- A confirmation message is displayed and the bank details updated.

