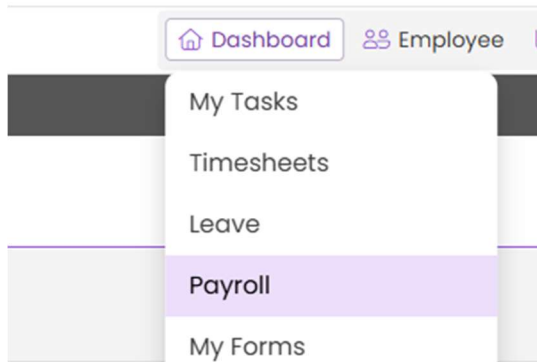


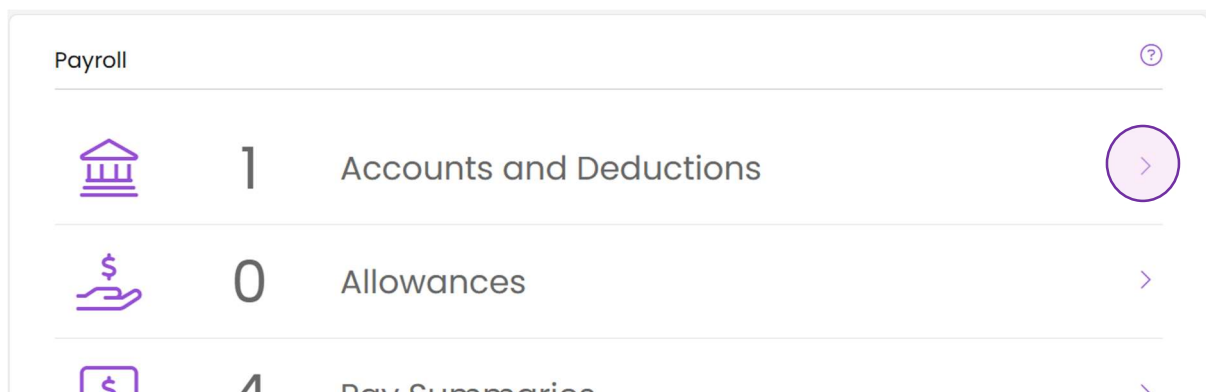
Bank Account Details

A. Updating Your Primary Account

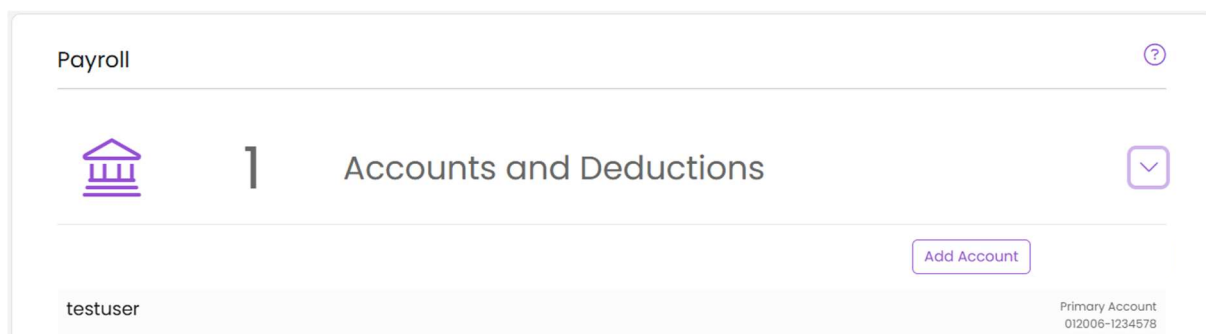
1. Navigate to “**Dashboard**” and select “**Payroll**” from the dropdown menu.



2. Select “Accounts and Deductions” by clicking on the purple arrow to the right of the text.



3. You will be presented with your current account and deductions. Here you can change your account/s or add an additional account.



4. Click on the “**Primary Account**” detail line, the purple highlight will appear as you hover over it.

The screenshot shows the 'Payroll' section with a sub-header 'Accounts and Deductions'. Below this, there is a table with one row. The first column of the table contains the text 'testuser'. The second column contains the text 'Primary Account' followed by '012006-1234578'. A purple highlight is visible under the 'testuser' entry. To the right of the table, there is a button labeled 'Add Account'.

5. Change the necessary details, noting Branch is a select field only. Ensure you select the correct branch, enter the correct account number and name.

The screenshot shows the 'Primary Account Details' form. It contains four input fields: 'PAYMENT METHOD:' with the value 'BANK', 'BRANCH:' with the value '012006 ANZ Sydney (012006)', 'ACCOUNT NO:' with the value '1234578', and 'PAYEE:' with the value 'testuser'. At the bottom right, there are two buttons: 'Back' and 'Save'.

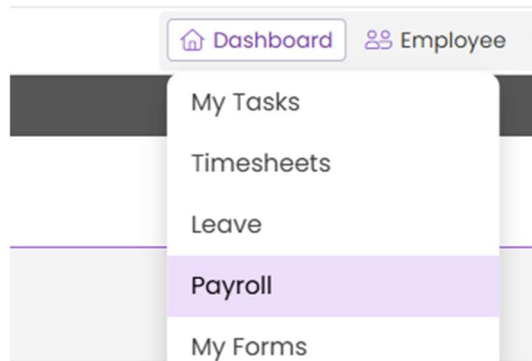
6. Once details are entered and checked, click “**Save**” and you will be returned to the previous screen with your new account details presented.

This screenshot is identical to the one in step 4, showing the 'Payroll' section with 'Accounts and Deductions'. The table now displays the updated details for the 'Primary Account' (012006-1234578) for the 'testuser'.

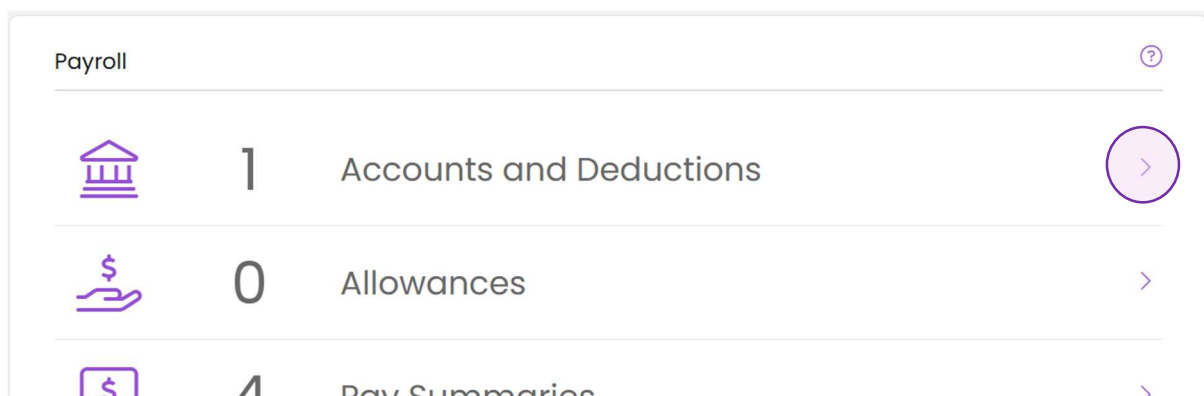
NOTE: This is the same process for updating any additional accounts you may have. Select the account you wish to change (or remove). You must always have a Primary Account – this cannot be deleted.

B. Adding An Additional Account

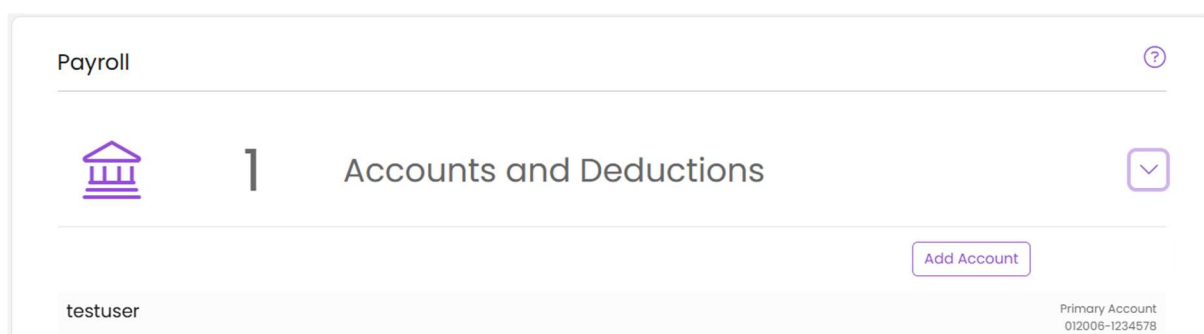
1. Navigate to “**Dashboard**” and select “**Payroll**” from the dropdown menu.



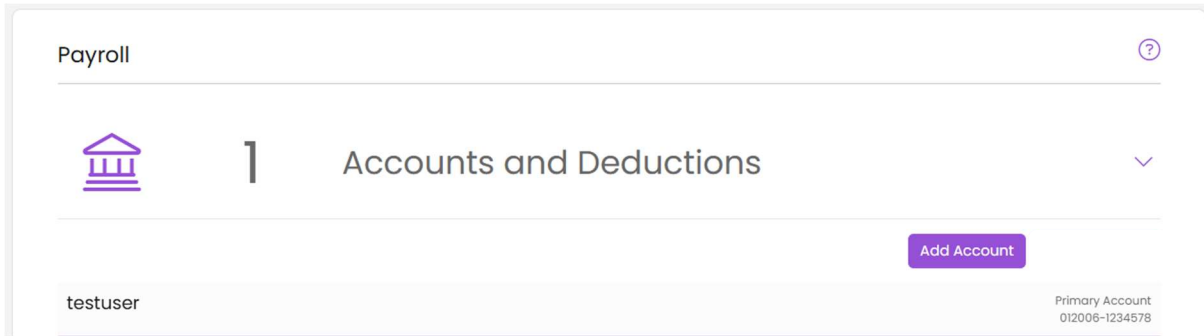
2. Select “Accounts and Deductions” by clicking on the purple arrow to the right of the text.



3. You will be presented with your current account and deductions. Here you can change your account/s or add an additional account.



- Click on the **"Add Account"** button.



Payroll

Accounts and Deductions

Add Account

testuser

Primary Account
012006-1234578

- Complete the necessary details, noting Branch is a select field only. Ensure you select the correct branch, enter the correct account number and name. As this is an additional account you will be required to enter what amount you want directed to this account and when to start the direction from.



Secondary Account Details

BRANCH:

ACCOUNT NO:

PAYEE:

NORMAL AMOUNT:

START AT:

Back Save

- Once details are entered and checked, click **"Save"** and you will be returned to the previous screen with your primary and additional account details will be presented.