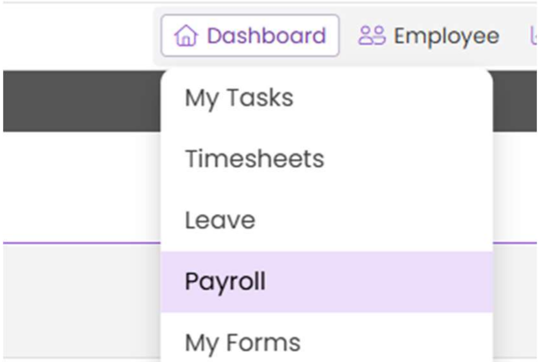
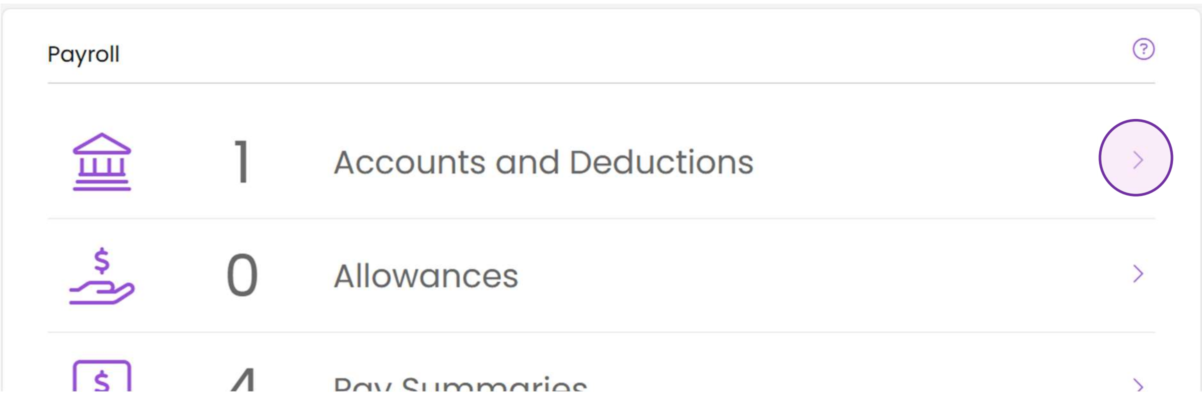
# Bank Account Details

## A. Updating Your Primary Account

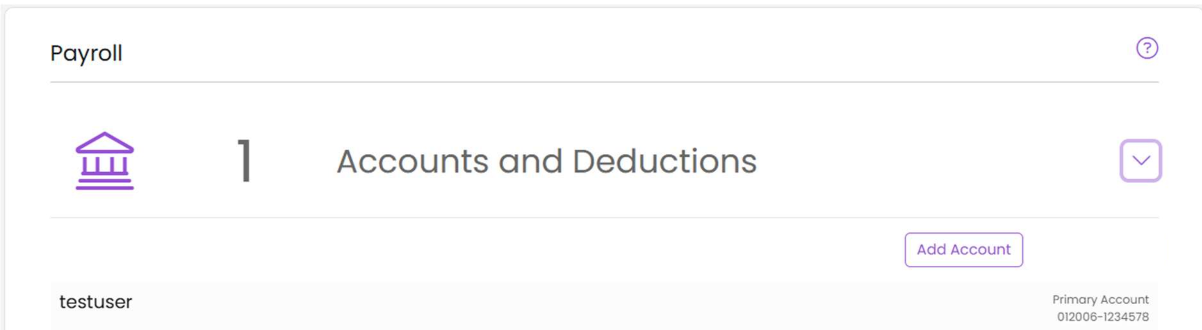
1. Navigate to “**Dashboard**” and select “**Payroll**” from the dropdown menu.



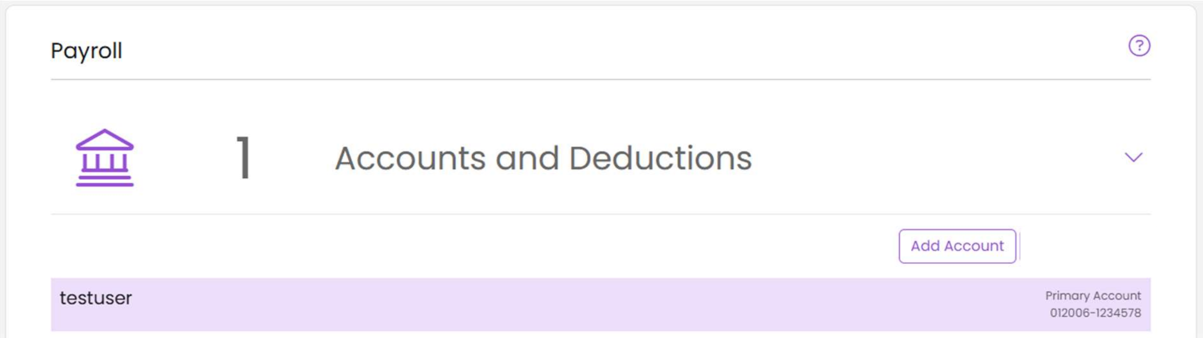

2. Select “Accounts and Deductions” by clicking on the purple arrow to the right of the text.



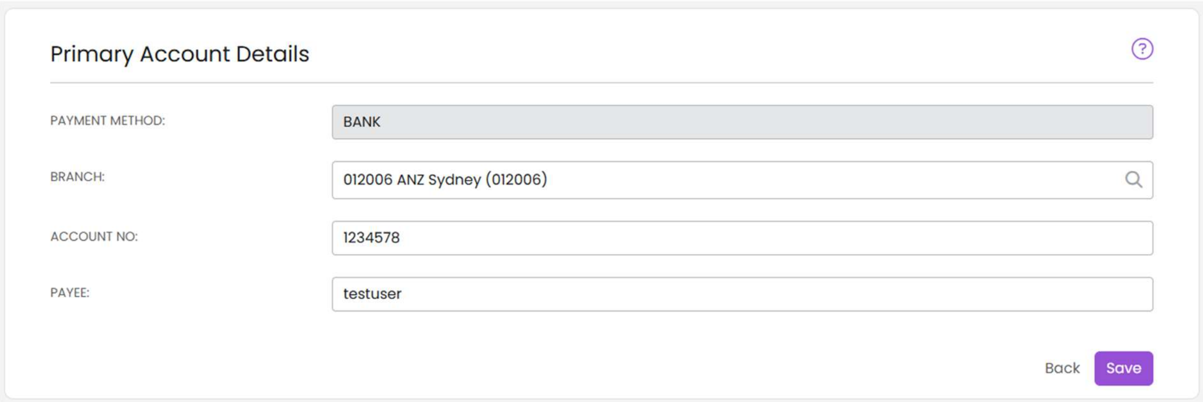

3. You will be presented with your current account and deductions.  Here you can change your account/s or add an additional account.



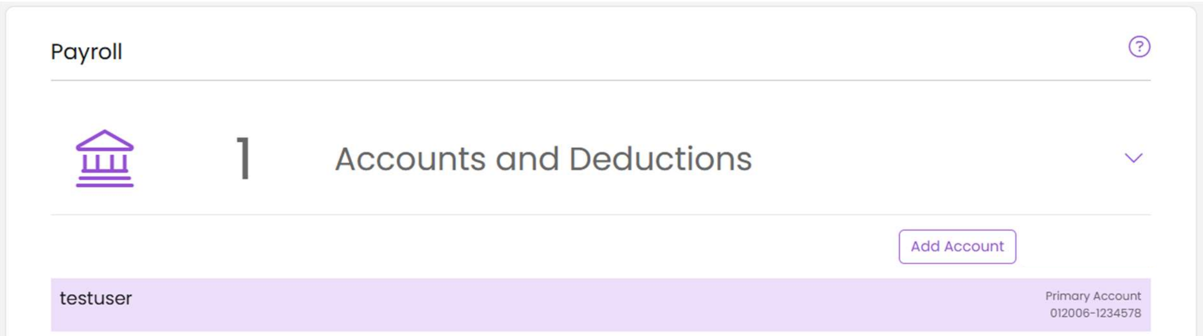
4. Click on the “**Primary Account**” detail line, the purple highlight will appear as you hover over it.




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.



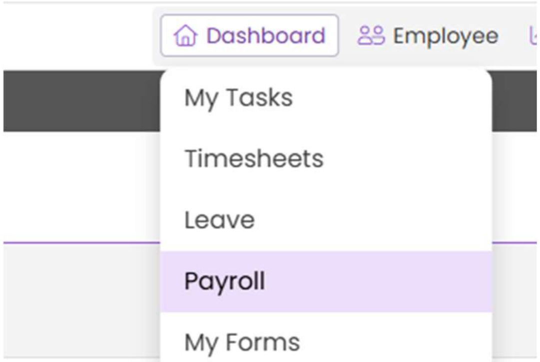

6. Once details are entered and checked, click “**Save**” and you will be returned to the previous screen with your new account details presented.



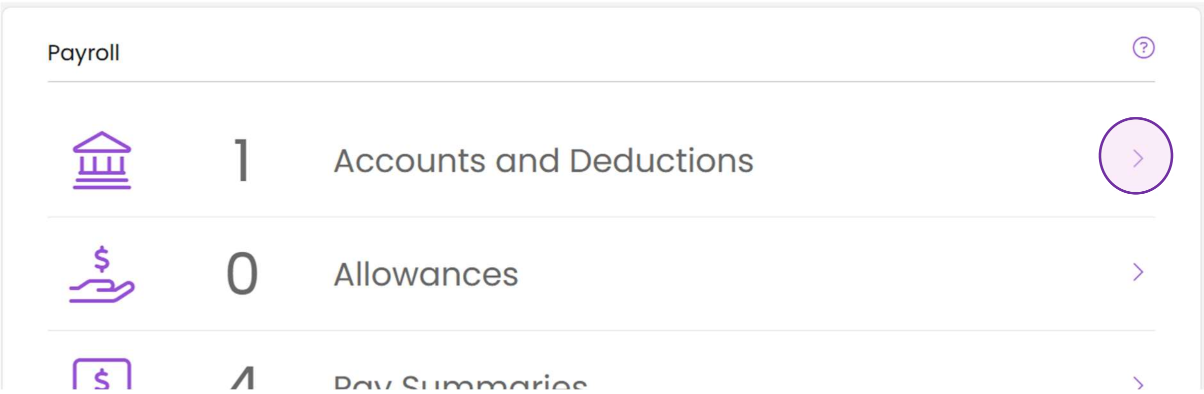

**NOTE:** This is the same process for updating any additional accounts you may have.  Select the account you wish to change (or remove).  You must always have a Primary Account – this cannot be deleted.

## B. Adding An Additional Account

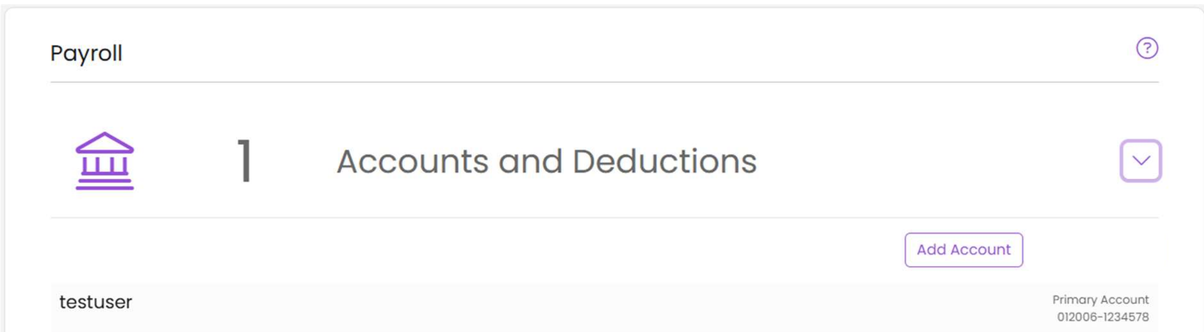
1. Navigate to “**Dashboard**” and select “**Payroll**” from the dropdown menu.



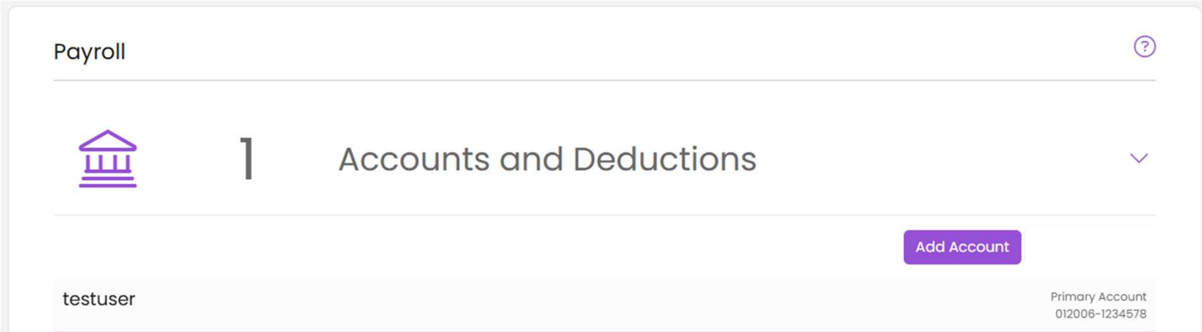

2. Select “Accounts and Deductions” by clicking on the purple arrow to the right of the text.




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



4. Click on the “**Add Account**” button.




5. 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.


6. 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.