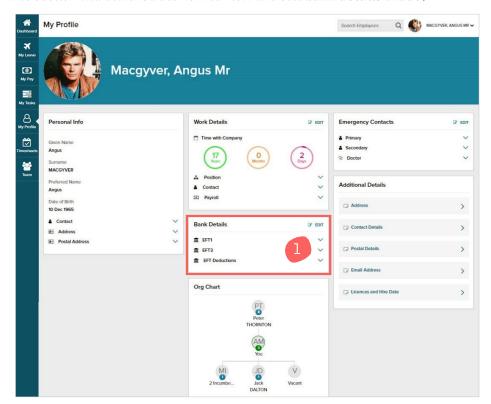
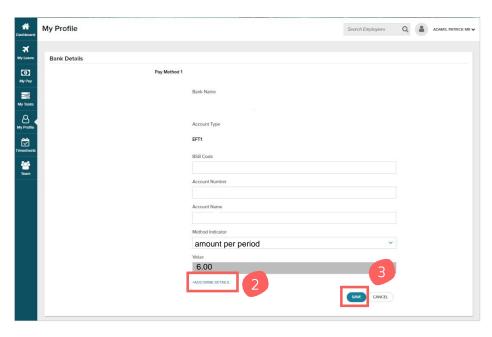


Bank Details

This section will demonstrate how to view and edit bank details in ESS.



1. In **My Profile**, go to the **Bank Details** panel and click on the link to **EDIT**.

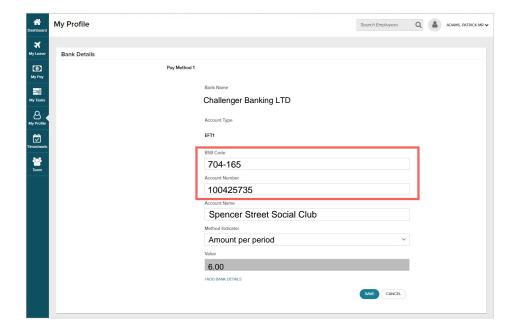


Edit applicable fields within the **Pay Methods.**

- Use the drop-down arrow to select the
 Method Indicator
 In this case,
 AMOUNT PER PERIOD
- 2. Click on **+ADD BANK DETAILS** (if applicable).
- At least one (1) pay method must be configured with a Method Indicator of Balance.
- 3. Click on SAVE.

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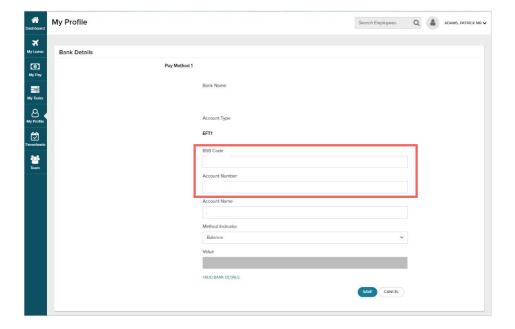




NOTE

For Australia:

 The entry formats for both BSB Code and Account Number are displayed here in this example.



NOTE

For **New Zealand**:

 The entry formats for both BSB Code and Account Number are displayed here in this example.

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