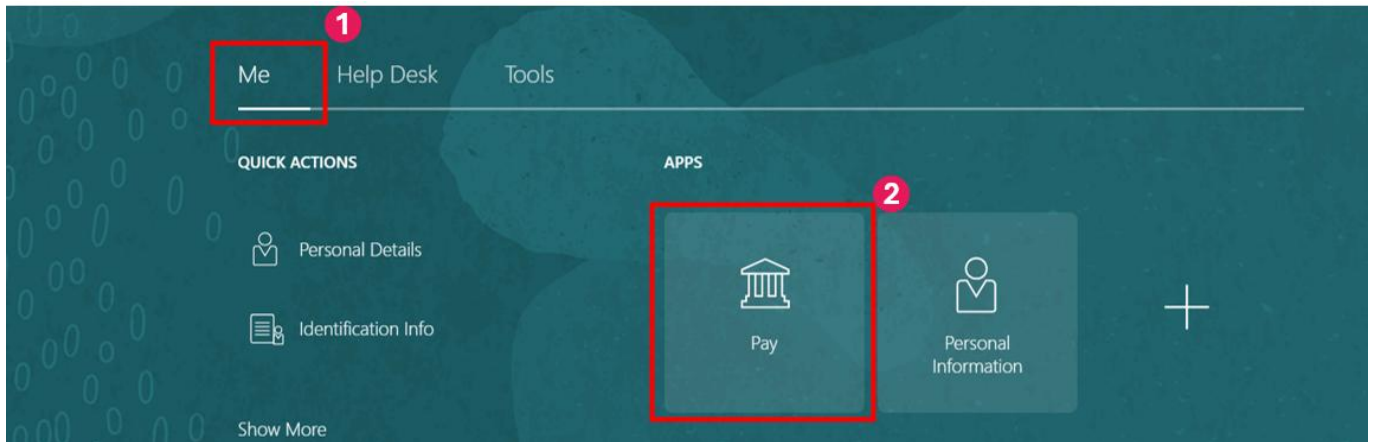


Navigate to, view and amend bank account information



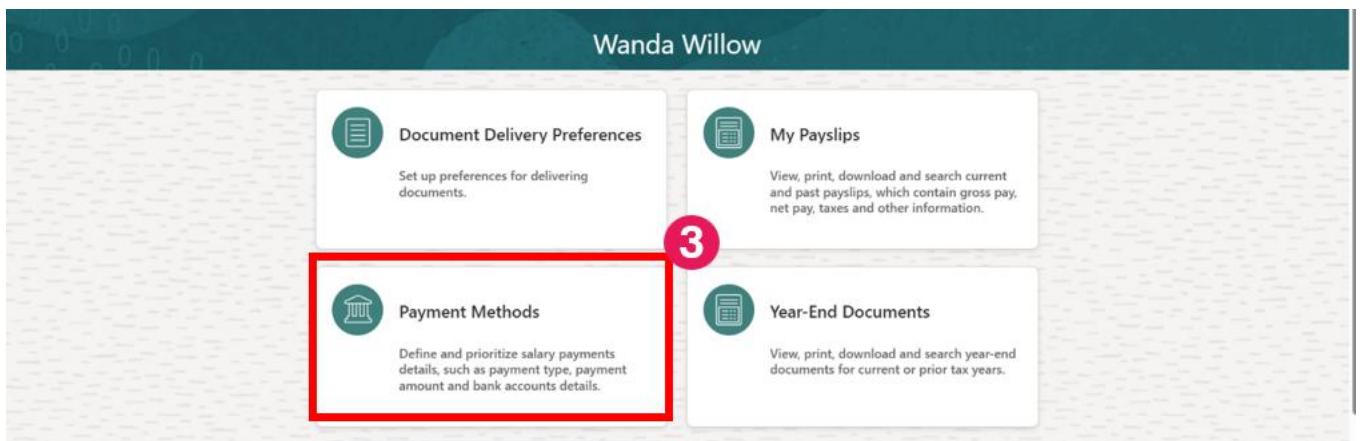
Navigate to, view and amend bank account information

In this 'How To' guide, you will learn how to view and update your bank details.

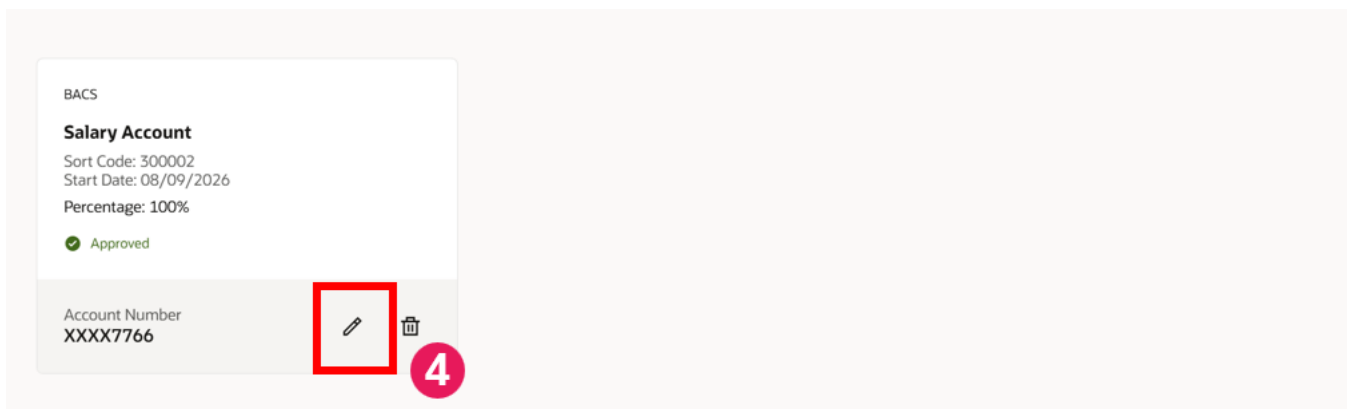


Step 1. Select the **Me** tab.

Step 2. Select the **Pay** application.



Step 3. Select the **Payment Methods** option.



Step 4. Here you will see the current bank details held. Select the **pencil icon** to **Edit**.

Bank Details

Select an account

☐ New Account ☒ Existing Account

Bank Account
300002 XXXX7766 Wanda Maximoff

Account Number
XXXX7766

Account Holder
Wanda Maximoff

Bank
LLOYDS BANK PLC

Bank Branch
300002 LLOYDS BANK PLC

Sort Code
300002

Cancel Update

Step 5. Amend your bank details as required, then click on **Update** to save, or;

Step 6. **To create a new, secondary record, click on New Account.**

Salary Account

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number

Account Holder
Wanda Willow

Bank

Bank Branch

Sort Code

Required

Required

Cancel Update

Step 7. A blank bank details page is displayed.

Payment Methods
Wanda Willow

Bank Details

Select an account

☒ New Account ☐ Existing Account

Account Number: 68658767

Account Holder: Wanda Willow

Bank: Santander UK plc

Bank Branch: 090126 Santander UK plc

Sort Code: 090126

Cancel Update

Step 8. Enter the new bank details, then click on **Update**. The new bank details are now added.

Payment Methods
Wanda Willow

Bank Accounts

Salary Account
Sort Code: 300002
Start Date: 07/10/2026
Percentage: 100%
Approved
Account Number: XXXX7834

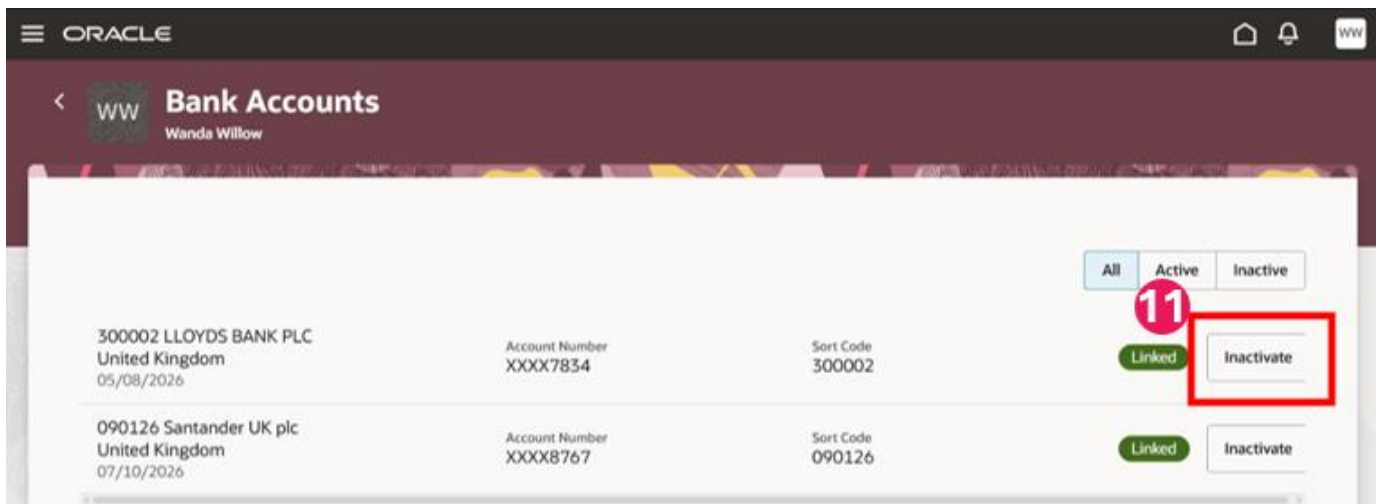
Step 9. Click on **Bank Accounts** to view active bank details.

Bank Accounts
Wanda Willow

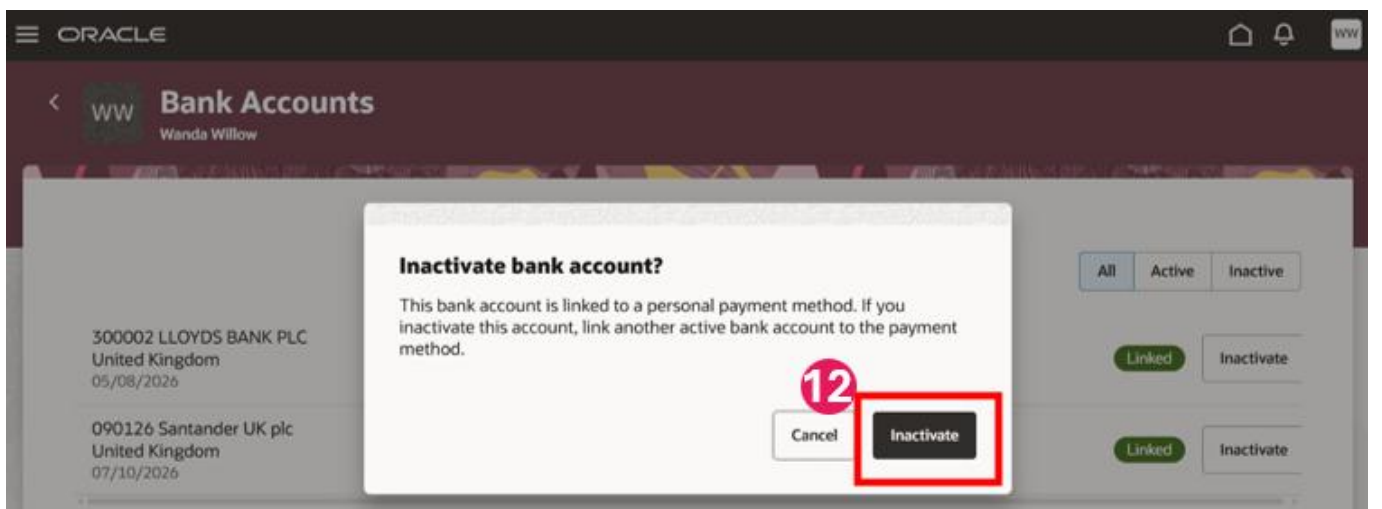
All Active Inactive

300002 LLOYDS BANK PLC United Kingdom 05/08/2026	Account Number XXXX7834	Sort Code 300002	Linked	Inactivate
090126 Santander UK plc United Kingdom 07/10/2026	Account Number XXXX8767	Sort Code 090126	Linked	Inactivate

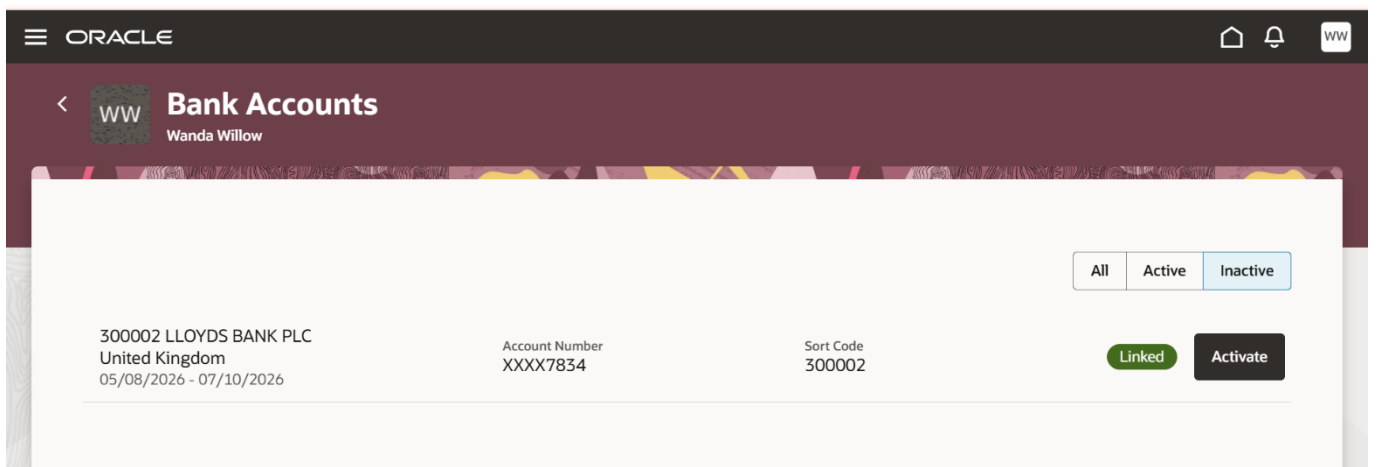
Step 10. Both accounts are visible. Because you now have 2 active bank accounts, you will need to deactivate one of them.



Step 11. Click the **Inactivate** button on the account you want to deactivate.



Step 12. The system will display a warning message, Click on **Inactivate**.



Step 13. The deactivated account is now under the **Inactive** tab.