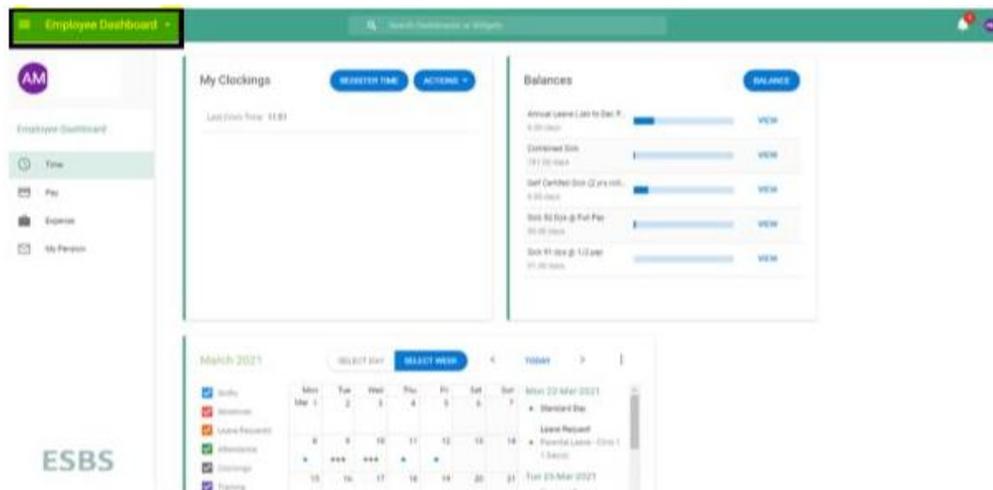


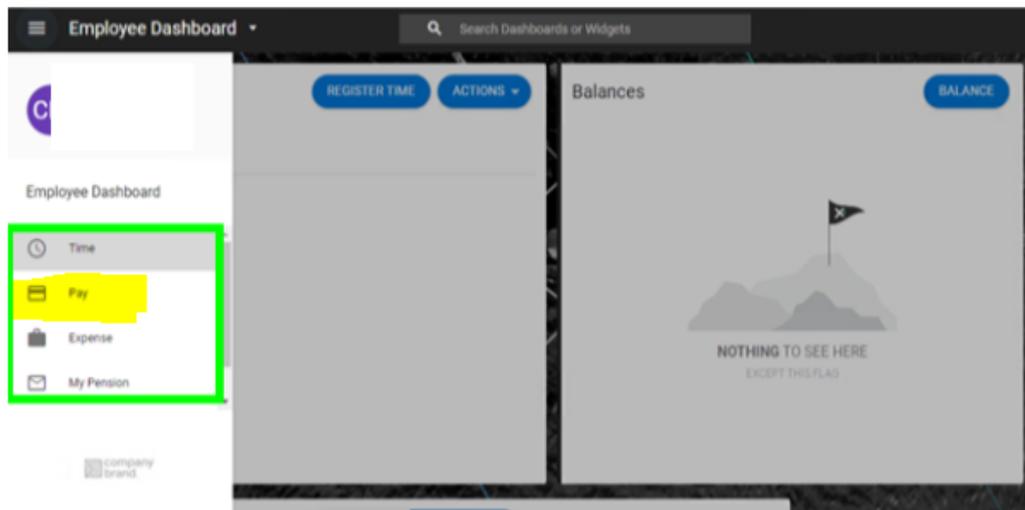
## CORE PORTAL – CHANGE/UPDATE BANK DETAILS

**Important – Please ensure you update your bank details at least 10 working days before the pay date.**

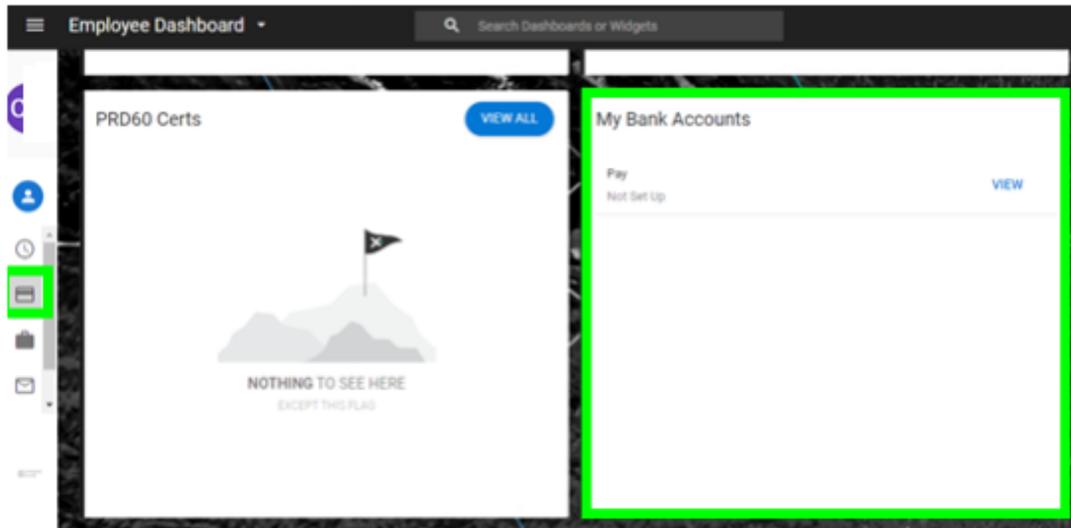
1. Log on to [Core Portal](#) and go to Employee Dashboard



2. Select Pay on the left hand side of the screen



3. Scroll down until you reach the 'My Bank Accounts' box



4. Double click on view
5. This will bring you to the screen to change your bank details
6. Once selected you will see the below screen, please fill out your bank details and tick the box 'I accept that updating my bank details will take effect immediately in my Core Portal account and will take effect in my payment from my next scheduled pay date'

**Bank Account Information**

BIC\* \_\_\_\_\_ \* IBAN\* \_\_\_\_\_ Confirm IBAN\* \_\_\_\_\_

I accept that updating my bank details will take effect immediately in my Core Portal account and will take effect in my payment from my next scheduled pay date.

Set your account details on this screen

7. Please ensure the details you have entered are correct and then press save at the bottom of the screen.

