


HOW TO CHANGE YOUR BANK ACCOUNT DETAILS

Below are simple instructions to learn how to change your bank account details.

Here's how...

1. Log onto [E-Hub](#) via the home page



- 2 Click 'View My Profile'
- 3 Click 'Payroll Information'
- 4 Beside 'Payment Information' click the symbol 
- 5 Click 'Edit'
- 6 Change date – start of pay week is best – Tuesday
- 7 Update with your new bank details in the below sections:
 - Bank
 - Account Owner
 - Bank Key (BSB)*
 - Account Number
- 8 Click 'Save'

** For Bank Key – this is the BSB – make sure you type in the hyphen and then select from the pre-populated list.*

Contact the [payroll team](#) if you require further support.