

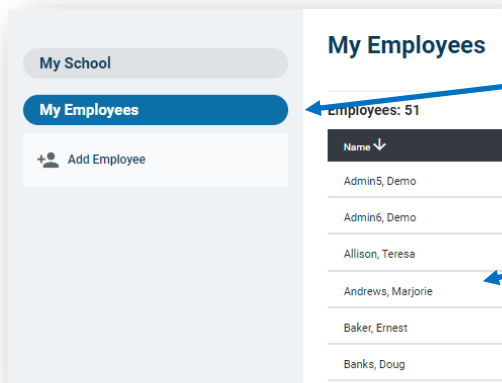
# Change financial details

Use EdPay to change these financial details for an employee

- Bank account
- Retirement savings scheme
- Tax

**EdPay**

Log in to EdPay

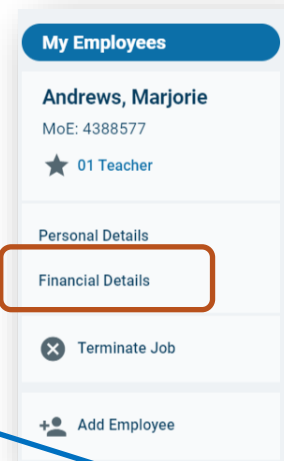


When you first log in, you see the My Employees page or you can choose it from the side menu

Click on any employee to edit their details

## How to change a bank account

1. Click on Financial Details
2. Click on the pencil symbol to edit
3. Make the change
4. Click SAVE



## Bank Account Details

Account name

Marjorie Andrews

Account Number

38-9010-0998907-00

I confirm that the bank account(s) listed above is standing in the name of the employee this request is for, or in the name of this employee and some other person or persons jointly.

**Please note:** if a bank account change is made after the payrun cut off (Monday 5pm of a pay week), this change will not take effect until the following pay period.

CANCEL

SAVE