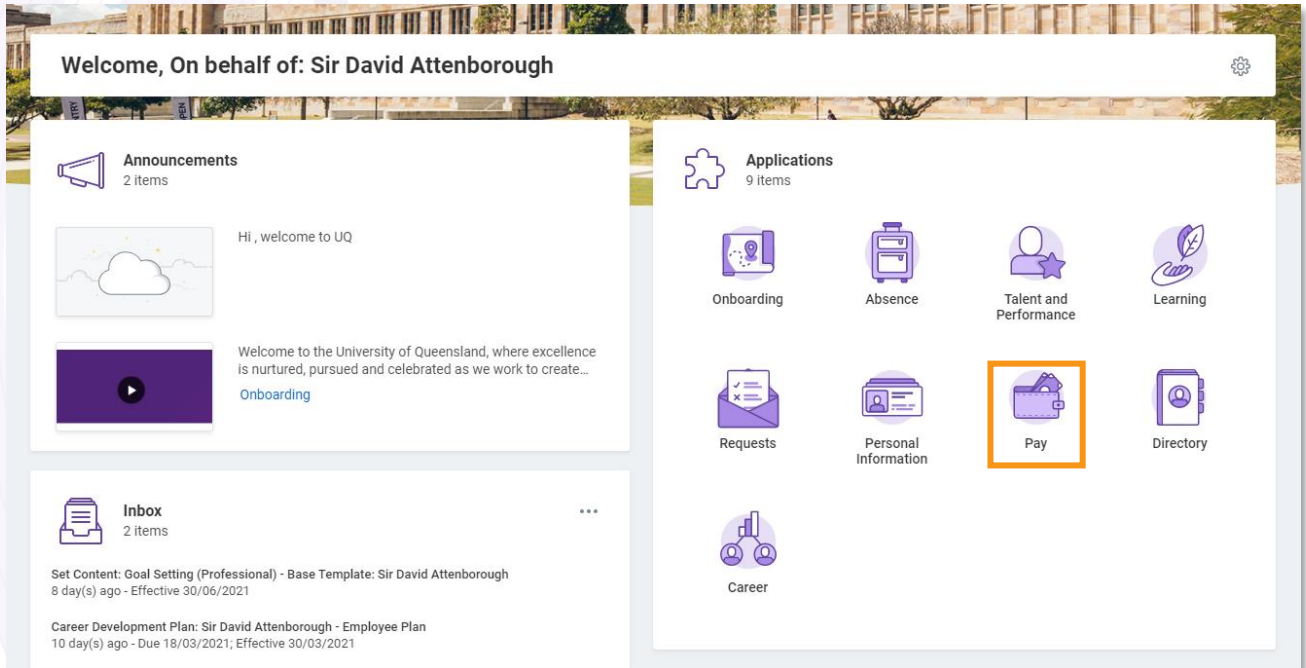


# Update My Bank Details (Maintain Payment Elections)

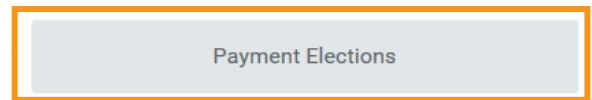
**Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.**

**A** Navigate to the **Pay App**.



**B** On the following page, under *Actions*, click **Payment Elections**.

## Actions



Edit

**C** On the following page, under *Account*, click **Edit**.

## Account Information

Account Nickname (optional)	<input type="text"/>
BSB Number *	<input type="text" value="123456"/>
Bank Name *	<input type="text" value="Bank of Brisbane"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input type="radio"/> Checking <input checked="" type="radio"/> Savings
Account Number *	<input type="text" value="123412341234"/>

**E** Click **OK**.



**Note:** UQ operates a single bank account policy. As such, while it is possible to add multiple bank accounts, only one can be used as your 'Payment Election'.