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| Update Banking Details |
| Quick Reference Guide |

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| Step | Action |
| 1 | Select the **Administration** icon, the **General** screen opens |
| 2 | Select **Banking Details** from the left-hand menu  |
|  |
| 3 | Open the details collapsed menu to see more information about this account |
| 4 | Select the **Update** icon to make changes to the existing account |
| 5 | Set an end-date for the date a bank account can no longer be used |
| 6 | **U**se the **Increase Priority** and **Decrease Priority** arrows to change the order in which the account numbers are used and displayed |
| 7 | Select the **Save** button |
| 8 | Add supporting documentation through[**Add Attachment**](#maintitle)on the **General** screen |
|   | Once the Bank Account update has been reviewed and approved by DJCS a notification email will be sent to the user who has inputted the change |

**Please note:** Supporting documents must be attached to validate the bank details. To add attachment, follow the instructions in the Adding attachment section in Manage My Site Guide.

Question? Email to SupplierSupport@justice.vic.gov.au