How to update your bank details

Below is the page you will see when you first log in to MyHR (http://myhr.coop.co.uk).
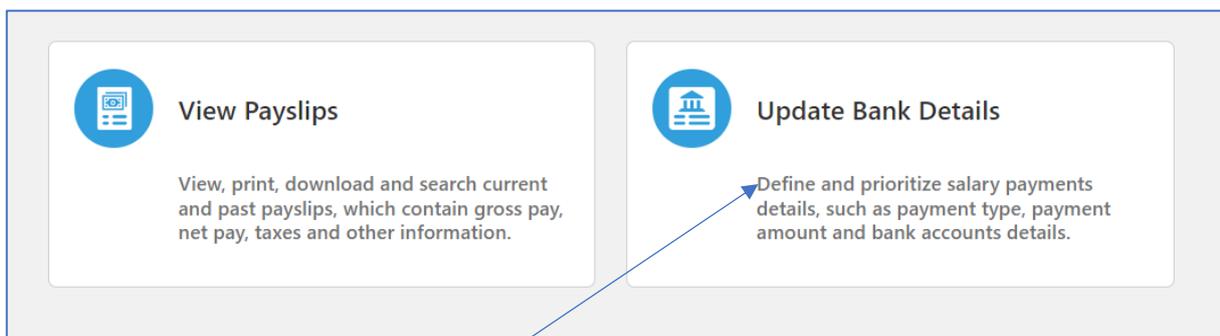
Note: Please be aware that screen colours may vary (don't worry if the screen you see may not be coloured red as shown below).
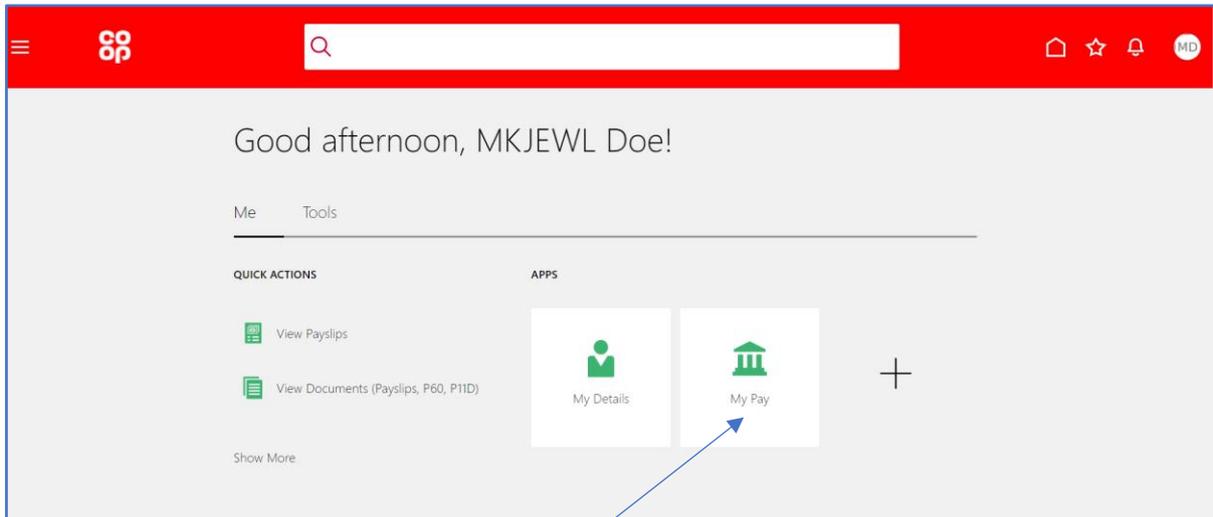
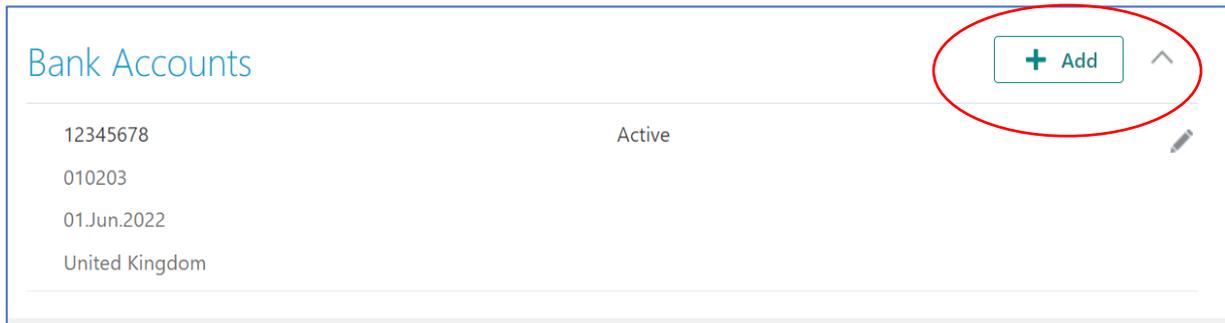## Updating your bank details

Click on this link – **My Pay**

This will take you to the screen below.
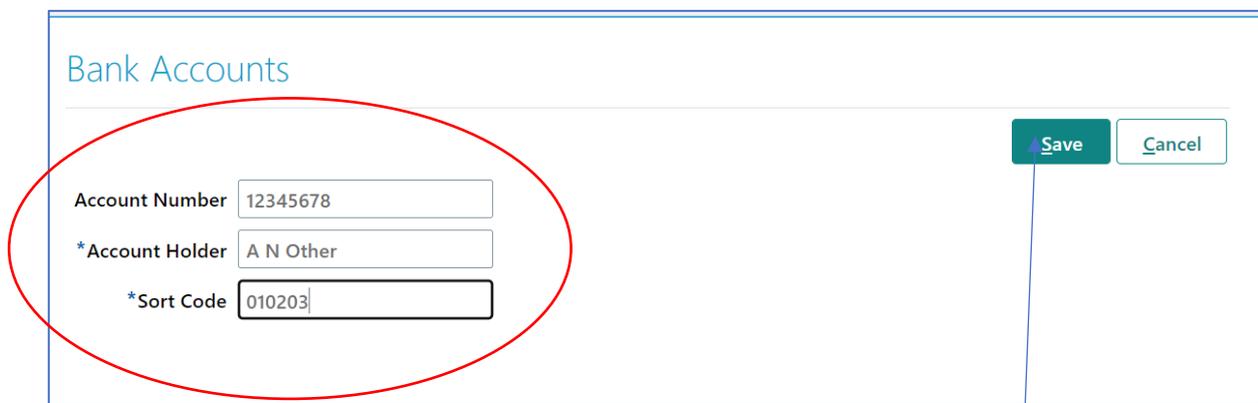

Click on **Update Bank Details**

You'll then see the following screen.

Click on **ADD**

Bank Accounts

12345678	Active
010203	
01.Jun.2022	
United Kingdom	

Bank Accounts

Account Number 12345678
*Account Holder A N Other
*Sort Code 010203

Save   Cancel
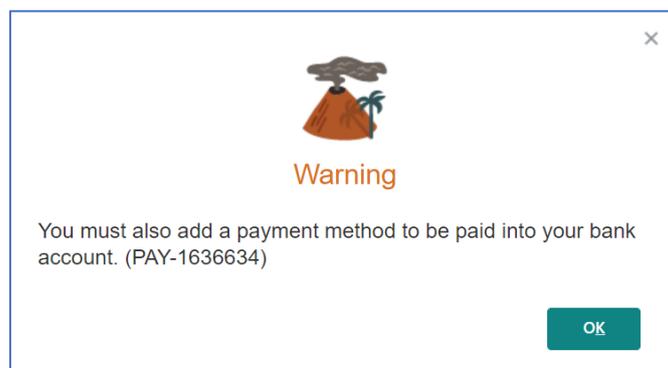
Enter account number, Account holder and Sort Code

Click SAVE

Once you have entered your bank details you **MUST** also add a payment method. **You will get the below warning shortly after saving.**

Warning

You must also add a payment method to be paid into your bank account. (PAY-1636634)

OK

To do this, scroll down the screen and click on **ADD**

My Payment Methods   **+ Add**

My Payment Methods

Save   Cancel

*What do you want to call this payment method?

*Payment Type

BACS

*Payment Amount

Percentage   %

*Bank Account

161217 10010101

Current Account   Remaining Pay

BACS

161217

10010101

Input **what you want to call** your payment method.

This can be something of your choice for example, **your name**, **current/personal/savings account** etc.

Please ensure you also add the **percentage as 100%** in the required field.

Click **SAVE**

And that's it, your bank details will now be updated.

Please remember, to access My HR and view the screens detailed in this guide, please type

http://myhr.coop.co.uk into your web browser.