Changing your Bank Details using Employee Self Service

1. [Click here for the detailed guide which will include screenshots.](#)

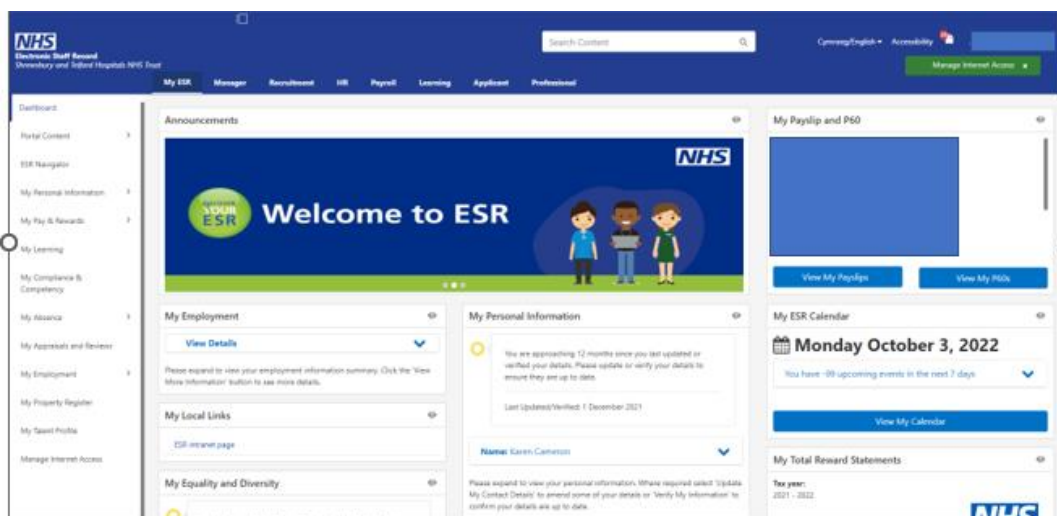2. [Click here to access the quick guide.](#)

Detailed Guide

1. Access ESR using the following:
- ESR app on the Intranet.
- The Internet link is **http://my.esr.nhs.uk.**
- The SaTH App from a mobile or tablet device http://tiny.cc/sathnhs
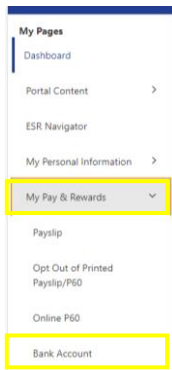- The My ESR app from a mobile or tablet device
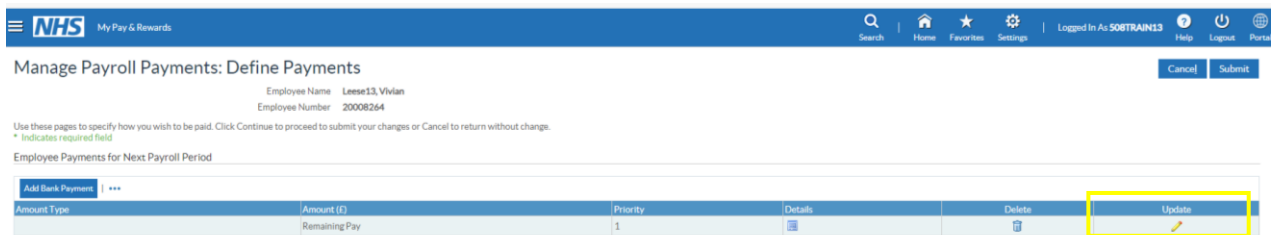
2. Login to ESR using your Username and Password.

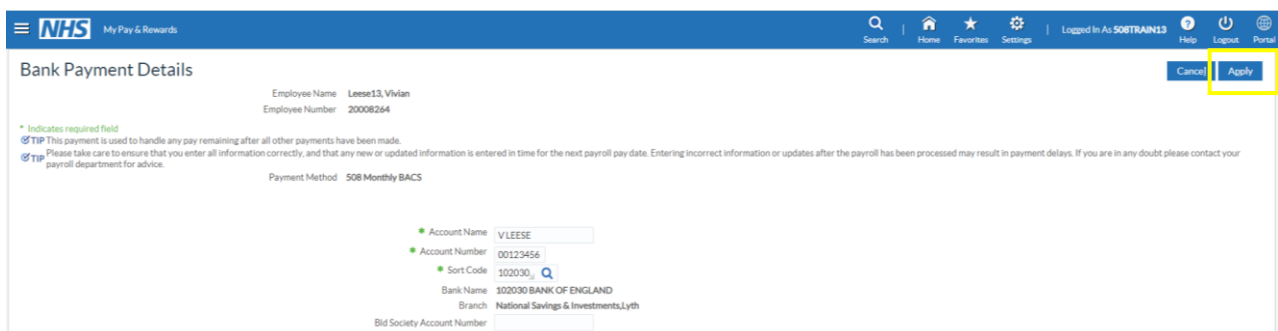3. You will be directed to your Portal Page.

4. Click the My Pay & Rewards and Bank Account in my Pages. Note – if you have more than one Assignment, select one and press Next

5. On the Manage Payroll Payments: Define Payments, select the Update button.

6. Update the amended details to either Account Name, Account Number and Sort Code, checking for accuracy and the select Apply.

7. Select Submit. To navigate back select the Portal icon.

Quick Guide

1. Access ESR from the Intranet page in <u>My Applications</u>, via the internet link **http://my.esr.nhs.uk,** The SaTH App from a mobile or tablet device http://tiny.cc/sathnhs or, the My ESR app from a mobile or tablet device
2. Login to ESR using your Username and Password.
3. You will be directed to your Portal Page.
4. My Pages / My Pay & Rewards and select Bank Account.
5. If you have more than one assignment select Next.
6. Select Update button.
7. Update account details (name, number, sort code) then select Apply.
8. Select Submit.