

## HOW TO ENTER YOUR BANKING DETAILS INTO YOUR PORTAL

Please log into your student portal to add or update your account details. The fields in your BSB and Account number should be numeric digits only and should be an Australian bank account. Do not enter spaces or hyphens into the number.

How to Enter your Bank Account Details

Go to [my.unimelb.edu.au](http://my.unimelb.edu.au)

Click on 'Student admin'

Scroll down to 'Financial Support' and click on 'Go to financial support'

Scroll down and click on 'View and update my bank account details'

You must first click on 'Update', before you enter your bank details

1. 'Update'
2. Payment Method: select 'Electronic Funds Transfer'
3. Bank Name: i.e. National Bank
4. Bank Code: select 'BSB' - must be 6 digits with no space, dash or hyphen
5. Bank Account Number: - must be no more than 9 digits with no letters, space, dash or hyphen
6. 'Save'