

ESR : How to change your bank Details -Quick guide

1. Navigate and login to My ESR here:
<https://my.esr.nhs.uk>

2. On the top right of the My ESR Dashboard you should see a list of options under the title My Pages. Select My Pay and Rewards >


- My Pages
- Dashboard
- Portal Content >
- ESR Navigator
- My Personal Information >
- My Pay & Rewards >**
- My Learning
- My Compliance & Competency

3. From the options available select Bank Account.

- My Pay & Rewards
- Payslip
- Opt Out of Printed Payslip/P60
- Online P60
- Bank Account**
- My Total Reward Statement

4. Select the pencil icon to amend banking details

Employee Payments


Add Bank Payment | 

Amount Type	Amount (£)	Priority	Delete	Update
	Remaining Pay	1		

5. Replace your existing bank details with your new details. Areas with a green asterix must be completed

* Account Name

* Account Number

* Sort Code 

Bank Name

Branch

Bld Society Account Number

6. Select Apply