

## **CHANGING BANKING DETAILS**

## How to change my banking details

**Note:** Before updating your banking details in step 4, please have a stamped bank statement or a letter from your bank ready for upload.

Follow these steps:

1 From the **Home** screen, tap the **Hamburger button**.



2 Tap to expand the **Profile** option.



We	Icome
<b>2</b>	Profile
	Personal Details
	Qualifications
	Job Description
	Next of Kin
	Licenses
	Indemnity
	Work Preferences

4 Tap the **Update Bank Details** button.



**5** Complete all the fields with the new banking information.

Update Bank Deta	ails
Your banking details will before any payments will	be reviewed and approved be made.
Account Holder Full Name	e *
Account Holder Full Nar	me
Ownership Type *	
Ownership Type	
Account Number *	
Account Number	
Account Type *	
Account Type	
3ank Name *	
Bank Name	
	CONT

6 Tap the **Upload attachment** button. Select your stamped bank statement or letter from the bank saved on your device.



7 Tap **Save**. The request will be sent to MHR for approval.



8 The new banking details will be displayed and are awaiting approval from MHR.
MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason.
You can still remove the updated details before approval by tapping the Delete

(dustbin) icon.

Jackie Steyn-Cloetw	•
OWNERSHIP TYPE Own	
ACCOUNT NUMBER 4076050352	
ACCOUNT TYPE Current Account	
BANK NAME ABSA	
BRANCH NAME ALL BRANCHES	
BRANCH CODE 632005	

**Note:** Once approved, only the latest banking details will display and you will receive a notification on the MHR4me app.

