



Updating Bank Details on mySelf

Step 1 - Log into your mySelf account

You must first log into mySelf to change your bank details. You can find the login to this by going to www.mynl.co.uk and selecting the 'mySelf/myTeam/iTrent' icon on the home screen as shown below: -



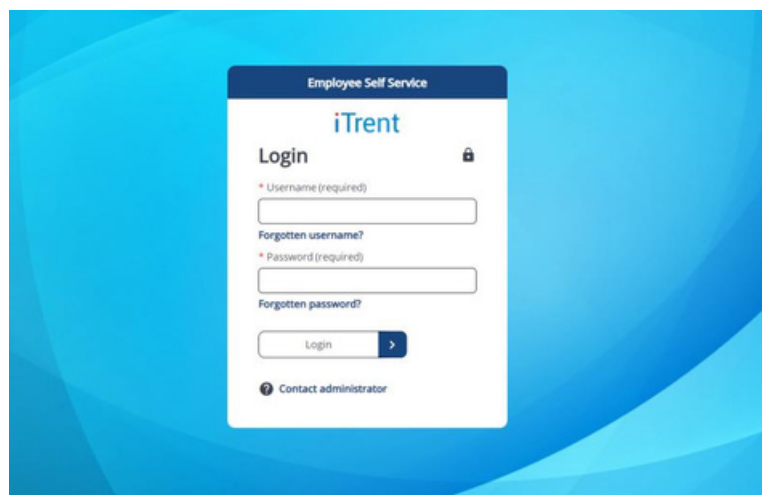
On this screen you should select the link where it states, '**Login to mySelf here**', shown below: -

mySelf holds your personal information and should be updated by you to include emergency contact information so that your manager can contact you if required in an emergency. Login to [mySelf here](#).

N.B. the link is also included direct as follows :- [ESS - Login \(webitrent.com\)](#)

Step 2 – Logging into mySelf

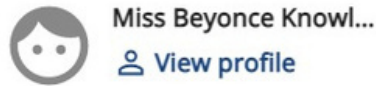
You will then be taken to the login screen as shown below :-



N.B your username is your employee number and the password is the password you created when you first logged in.

Step 3 – Navigating to bank details section on mySelf

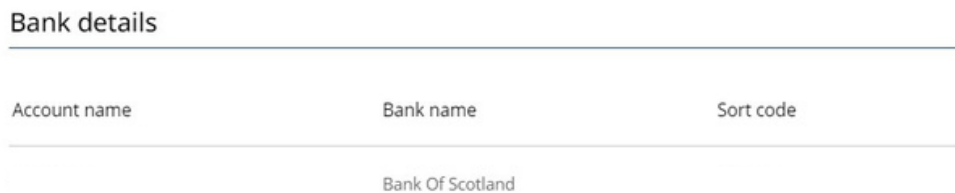
Once you log in your dashboard will appear, on here at the top left hand side of the screen you should select 'View Profile' :-



In this section, ensure you are on the 'Personal' Tab: -




Scroll down the page until you reach the 'Bank Details' section like below: -



You should select the bank details you wish to amend/change by clicking into it. Once you do, it will open the bank details screen: -

A screenshot of the "Bank details" edit screen. At the top left is a back arrow and "Back to Personal". Below the heading "Bank details" is a blue information box with a white 'i' icon and the text: "These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving." Below this are five input fields: "Sort code (required)" with value "878787", "Bank name" with value "Tsb Bank Plc", "Roll number" (empty), "Account number (required)" with value "01234567", and "Account name (required)" with value "Master Joe Bloggs". At the bottom are "Save" and "Cancel" buttons.

Within here, you should do the following to change/update current bank details: -

- Enter your sort code and complete the bank name, roll number (if applicable), account number and account name.
- After carefully checking that the information is accurate click .
- In the event that the following message appears and after carefully checking that the information you have provided is correct, you should contact your HR/Payroll representative in the first instance.



Field: Sort code is invalid

PLEASE NOTE: It is advisable that in order to ensure that your new bank details are in place for your next available pay do not to close your previous bank account until you receive a salary payment in your new account.

The date that you make changes to your bank account details in mySelf determines whether or not this will be effective for your next pay.

If you require clarification or further support –

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk