Entering Bank Details to receive payments by BACS

Before you start you will need the following information:

- Account number for your bank (this is always 8 digits).
- Sort Code (this is 6 digits, sometimes separated by hyphens, e.g. 20-08-40).

With this information, follow these steps:

1. Log into the MyBristol portal – [http://mybristol.bris.ac.uk/](http://mybristol.bris.ac.uk/) *It is highly recommended that you use the desktop version of the site.*
2. Hover over the Technology – More tab and select Admin from the drop down.
3. In the Fees and Funding box, select the **clicking here** button.

Guidance provided by the Student Funding Office, September 2019.
4. This will take you through to a page titled **Your financial statement – invoices and payments made.** Select **Manage Bank Details.**
5. If it is your first visit, there will be no bank details to display and you will see a message titled **Review Bank Details**.

6. Click on **Create**. You should be able to see three fields:
   a. Bank Sort Code
   b. Bank Account Number
   c. Bank Account Name

Guidance provided by the Student Funding Office, September 2019.
7. Enter these details.
*Please note that Bank account name refers to the name of the account holder, not the name of your bank.*

8. Click Validate.

9. Then click Confirm.

Guidance provided by the Student Funding Office, September 2019.
10. A confirmation screen should show you the details you have entered.

11. If you are happy, click Confirm.

*Please note that if you are changing your bank details, you can do so by using the Review Bank Details screen. However, you will also need to email the Information Point (info-point@bristol.ac.uk) and request that they validate your identity. Your new bank details cannot be used until this has been done.