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, then follow these steps:

1. Log into the MyBristol portal – [http://mybristol.bris.ac.uk/](http://mybristol.bris.ac.uk/)
2. Go the Admin tab and hover
3. In the menu that appears, click on Fees & Funding
4. Wait for the screen to load
5. In the box on the left there will be a link to view your statement and make payments – click this
6. You may now be presented with a payment screen
   - If this happens, ignore this and click on the green square that says ‘Fees & Funding’
7. Click the blue text that says “View your financial statement and make payments”
8. Press the button that is labelled “Enter/Amend Bank Details”
9. Press the button on the right-hand side that says “Create” alongside “Bursary/Scholarship Payments”
10. Follow the instructions for entering your bank details, including the final confirmation step