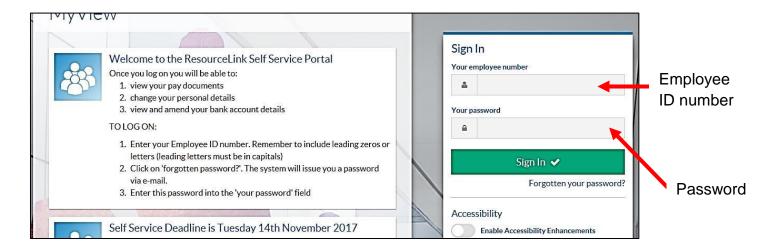# My Details
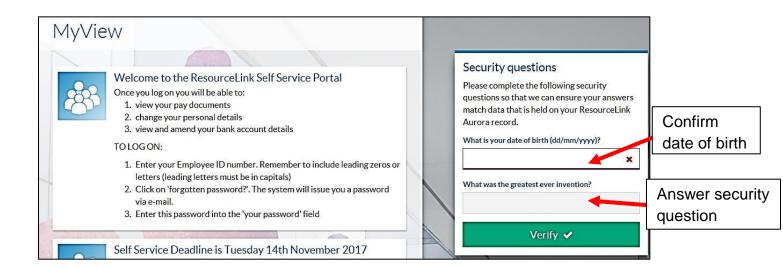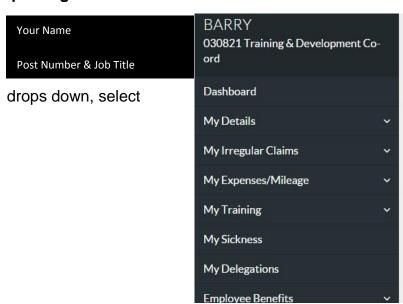
Follow this link to access the log in screen: https://myemployment.coventry.gov.uk

Log in to MyEmployment.
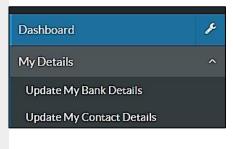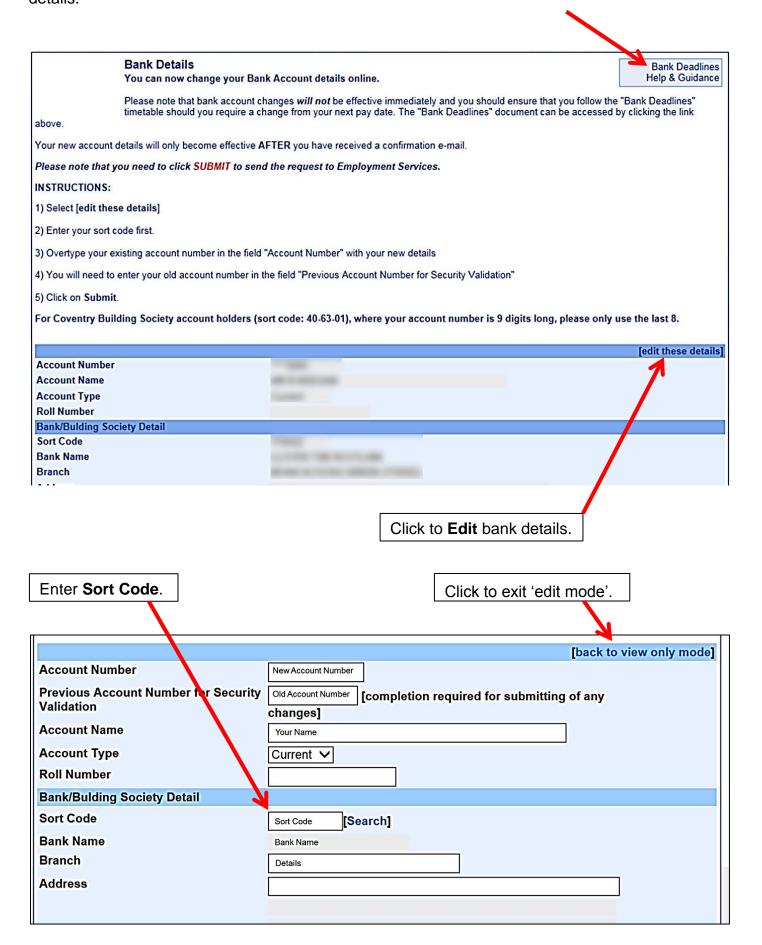

Employee ID number

Password

Confirm date of birth

Answer security question

Updating Bank Details

Your Name
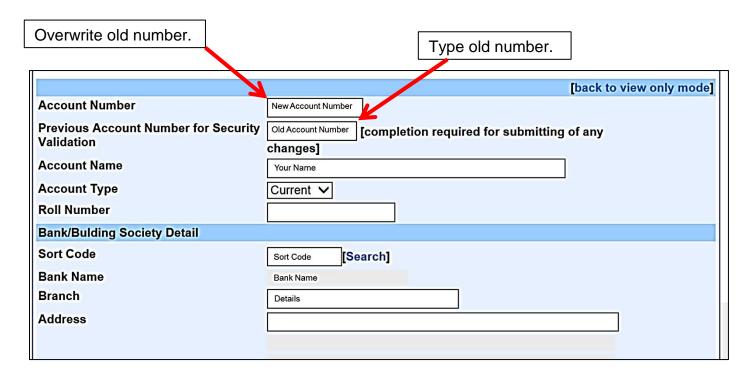
Post Number & Job Title

drops down, select

From the menu on your dashboard, select **My Details**. From the menu that **Update My Bank Details**.

Read **Bank Deadlines** document before making changes to bank details.

Bank Details
You can now change your Bank Account details online.

Bank Deadlines
Help & Guidance

Please note that bank account changes *will not* be effective immediately and you should ensure that you follow the "Bank Deadlines" timetable should you require a change from your next pay date. The "Bank Deadlines" document can be accessed by clicking the link above.

Your new account details will only become effective AFTER you have received a confirmation e-mail.

Please note that you need to click SUBMIT to send the request to Employment Services.

INSTRUCTIONS:

1) Select [edit these details]

2) Enter your sort code first.

3) Overtype your existing account number in the field "Account Number" with your new details

4) You will need to enter your old account number in the field "Previous Account Number for Security Validation"

5) Click on Submit.

For Coventry Building Society account holders (sort code: 40-63-01), where your account number is 9 digits long, please only use the last 8.

[edit these details]

Account Number	
Account Name	
Account Type	
Roll Number	
Bank/Bulding Society Detail	
Sort Code	
Bank Name	
Branch	

Click to **Edit** bank details.

Enter **Sort Code**.

Click to exit 'edit mode'.

[back to view only mode]

Account Number	New Account Number
Previous Account Number for Security Validation	Old Account Number [completion required for submitting of any changes]
Account Name	Your Name
Account Type	Current ∨
Roll Number	
Bank/Bulding Society Detail	
Sort Code	Sort Code [Search]
Bank Name	Bank Name
Branch	Details
Address	

Overwrite old number.

Type old number.

	[back to view only mode]
Account Number	New Account Number
Previous Account Number for Security Validation	Old Account Number [completion required for submitting of any changes]
Account Name	Your Name
Account Type	Current ⌄
Roll Number	
Bank/Bulding Society Detail	
Sort Code	Sort Code [Search]
Bank Name	Bank Name
Branch	Details
Address	

For Coventry Building Society account holders (sort code: 40-63-01), where your account number is 9 digits long, please only use the last 8.

Click **Submit** to submit the changes.