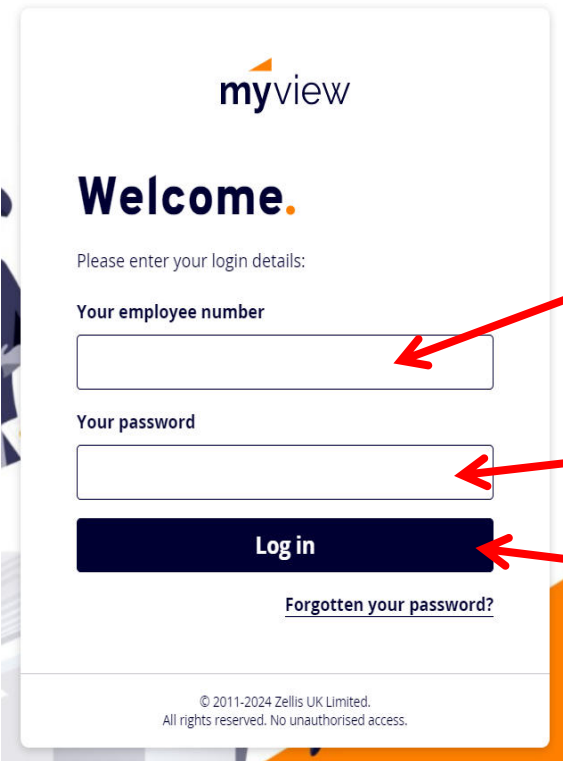


## My Details

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Log in to MyEmployment.

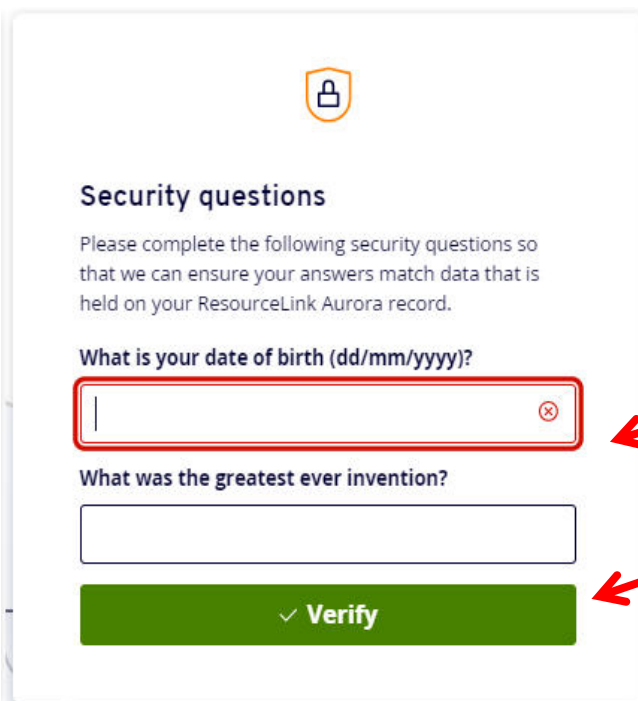


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the 'Log in' button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

Click.

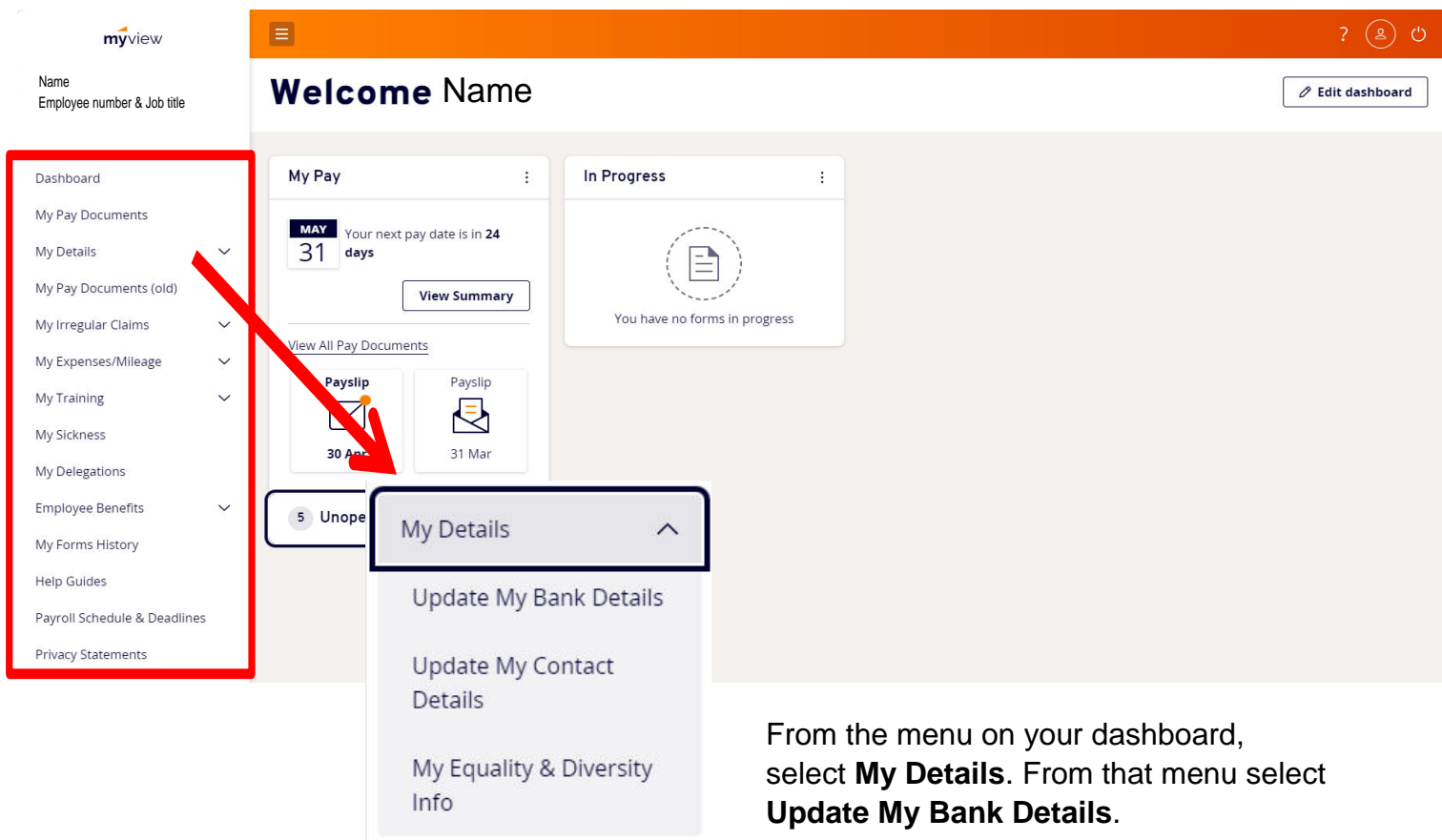


The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

Enter the answers to your two **Security Questions**.

Click **Verify**.  
This will now log you into MyView

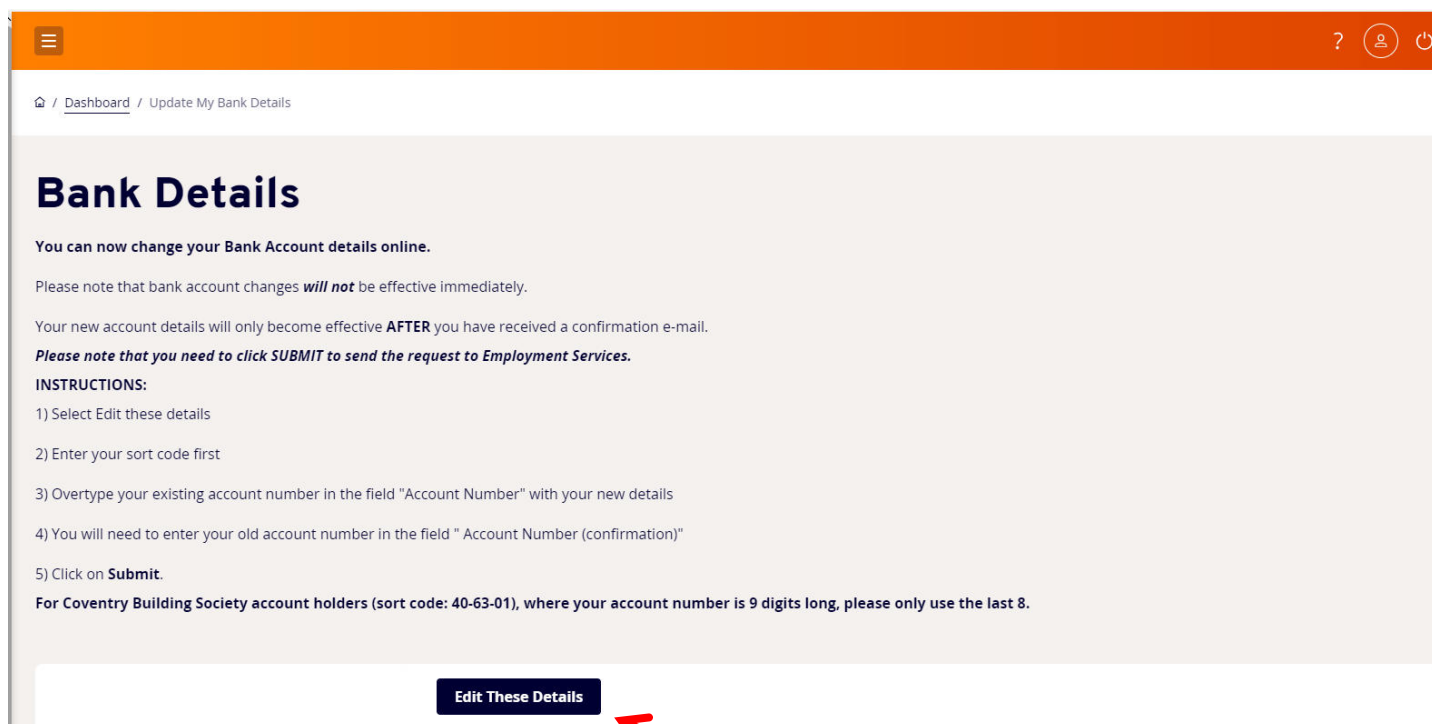
## Updating Bank Details



The screenshot shows the 'myview' dashboard. On the left, a navigation menu is highlighted with a red box. A red arrow points from 'My Details' in the menu to a dropdown menu that appears when 'My Details' is clicked. The dropdown menu contains the following options: 'Update My Bank Details', 'Update My Contact Details', and 'My Equality & Diversity Info'. The main dashboard area shows a 'Welcome Name' header, a 'My Pay' section with a 'View Summary' button, and an 'In Progress' section with a document icon and the text 'You have no forms in progress'.

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

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



The screenshot shows the 'Bank Details' page. The page has a header with a home icon, a breadcrumb trail 'Dashboard / Update My Bank Details', and a title 'Bank Details'. Below the title, there is a message: 'You can now change your Bank Account details online.' followed by a note: 'Please note that bank account changes **will not** be effective immediately. 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) Overtyping 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 "Account Number (confirmation)"
- 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.

At the bottom of the page, there is a dark blue button labeled 'Edit These Details' which is highlighted with a red arrow.

Click to **Edit** bank details.

Enter **Sort Code** and click **Search**.

Bank/Bulding Society Detail

Sort Code  **Search**

Bank Name

Branch

Address

Postcode

Telephone

IBAN

MyView : - Work - Microsoft Edge  
https://saastest.zellis.com/coventrycc/test2/Portal/index.xsp?search=Search&gp...

Search Criteria

Sort code

Bank Name

Branch

**Search**

Search Results

202360 - Barclays Regional Of COVENTRY 2

Select your bank from the list

Overwrite previous account no. with new account no.

**Back To View Only Mode**

Account Number

Account Number [confirmation]   
submitting of any changes]

Account Name

Account Type

Roll Number

Type old account no. for security purposes

[completion required for

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.

Telephone

IBAN

**Submit**

**Save**

**Back**