

QSiS How-To Guide

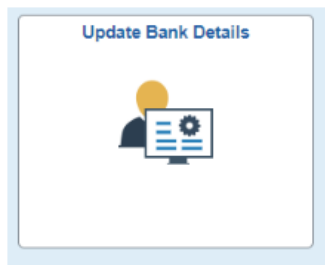
Updating Bank Details

This guide will assist you to add or update your bank details via QSiS.

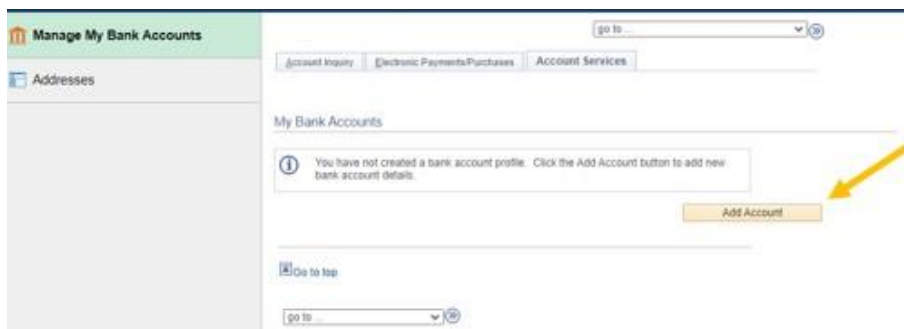
1. Log in to QSiS.

[QSiS Sign-in](#)

2. Click on the 'Update My Bank Details' file shown on your student homepage.



3. If you don't already have bank details saved to your QSiS account, click 'Add Account'.



4. Add details of the bank account you would like payment sent to.

Note: Payments can only be made directly to UK bank accounts. If you do not have a UK bank account, please email studentfinance@qub.ac.uk for advice.

Manage My Bank Accounts

Add Bank Account Details

Enter the bank and account details below and click next to proceed. If your bank is not listed, please contact the Student Finance Office.

Bank Details

Nickname

Account Type

Sort Code

Account Number

Confirm Account Number

Account Holder

Bank Location is GB & Northern Ireland.
Currency used is £.

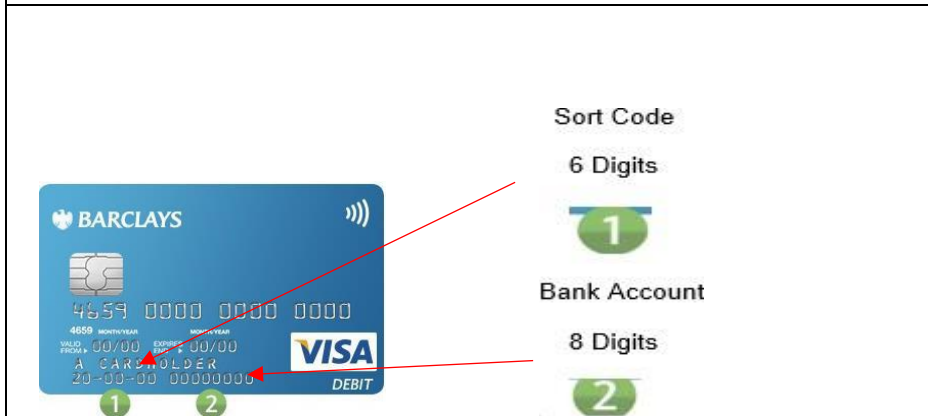
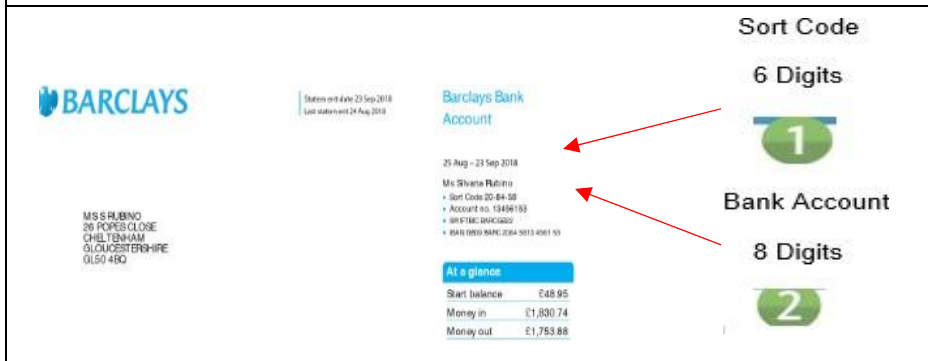
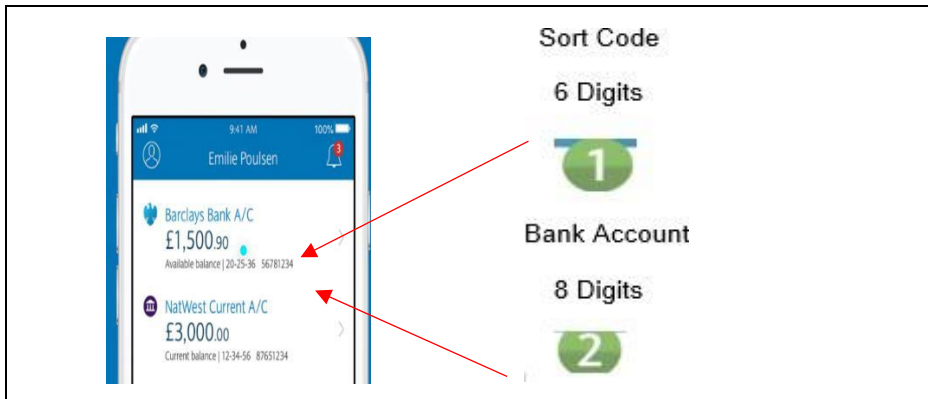
5. What are my Bank Account Details

A sort code is a **6 digit number** that identifies your bank

Your bank account number is an **8 digit number**

If your bank account number start with 0 please include these


6. Where will I find my my Bank Account Details



- Click 'Next' when you are satisfied that your bank details have been entered correctly.

Manage My Bank Accounts

Result

 You have successfully added the bank account Your Name.

If your QSIS account already holds bank details but you want to change them, you must delete the old details before adding the new ones.



- Follow steps 1 and 2 above, then click the delete icon next to the bank account you want to remove.

My Bank Accounts

Bank Account Summary

Listed below are the bank accounts associated to you. You can add, update or view your bank details. To add new bank account details click Add Account. To update, click Edit. To remove, click Delete.


Bank Account Summary as of 22/02/2021

Bank Account Nickname	Bank Account Type	Account Number		
Your Name	Current Account	XXXX5678		

Add Account

- You will be prompted to confirm your request to delete the bank account. Click 'Yes'.

My Bank Accounts

 Are you sure you want to delete Your Name?

Yes No

You can now add your new bank account details as outlined above, from step 3 onwards.

Frequently Asked Questions

- **What do I do if I don't have a UK bank account?**

Please email studentfinance@gub.ac.uk for advice.

- **What do I do if my sort code is not recognised in QGIS?**

If your UK sort code is not available to select when you are updating your bank details, please notify us at <https://myportal.gub.ac.uk/> or email us at studentfinance@gub.ac.uk.

- **Do I need to update any details in QGIS if my bank account has not changed?**

If you have a UK bank account and have already saved these in QGIS, you simply need to check the information we hold for you. Once you are content that your bank details are correct, you do not need to take any further action.