Bank Accounts for Visitors (VaHAs)

1. Overview

With the implementation of Finance Self Service as a VaHA you are now required to provide your bank account details through Finance Self Service. Even if you have previously been paid as a VaHA or you may have previously been employed by the ANU, you are still required to provide your bank account details through Finance Self Service. We understand that if you were previously an employee and therefore had bank account details recorded in our HR system, then this bank account is shown to you. So from your end, all looks OK. However, as your employment arrangement is no longer active we cannot use the bank account stored in the HR system. This guide provides instructions on how as a Visitor (VaHA) you can enter your Bank Account details.
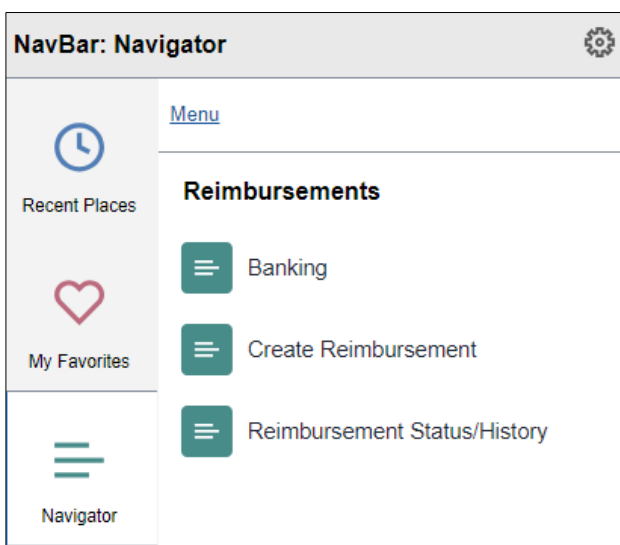
2. Banking

1. Login to Finance Self Service and select the **Banking** Tile – the Tile will only display if you have a Visitor (VaHA) relationship

Alternatively navigate to the Banking page using the Menu. Click on NavBar in the top right corner of the Finance Self Service screen.

Then click on Navigator, Reimbursements, Banking

2. On the Bank Accounts page select [Add a New Account]

Bank Accounts

Please update Bank Accounts in the following ANU systems:

- Employee - HORUS ↗
- Student - ISIS ↗
- Other - update here

Note: Updates to bank accounts occur when a claim is submitted.

[Add a New Account]

3. Complete your BSB, Account Number (noting you will need to retype the Account Number to ensure it has been entered correctly) and your Account Name. Once the information is complete select Save.

| Cancel | **Bank Account** | Save |

Bank Details

BSB	123456
Account Number	11111111
Retype Account Number	11111111
Account Name	Bank Account Name

Please update Bank Accounts in the following ANU systems:

- Employee - HORUS ↗
- Student - ISIS ↗
- Other - update here

Note: Updates to bank accounts occur when a claim is submitted.

The saved Bank Details will display

Bank Accounts

Account Name	BSB	Bank Account Number
Bank Account Name	123456	11111111

3. Additional Information

For additional information and user guides in relation to Finance Self Service please visit the Finance Self Service Support page.

For further information relating to Reimbursements generally, please visit Reimbursements - Staff Services - ANU.