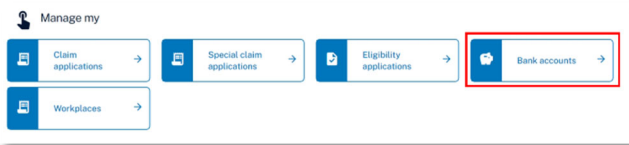


# Quick Reference Guide: How to manage bank accounts

Use this guide to add, update and remove bank accounts linked to your Australian Business Number (ABN). You need the role of Authorised administrator or Principal authority in the Relationship Authorisation Manager (RAM) before managing bank accounts in ADMS.

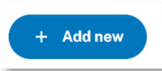
1. Click on 'Bank accounts' by scrolling down to the 'Manage my' section on the home page.

**RESULT:** The 'Bank accounts under this ABN' list is displayed.



## Add new

2. Click the 'Add new' button.

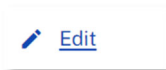


3. Enter the bank account details.
4. Click 'Save'.

**RESULT:** The bank account is added under this ABN.

## Edit

5. From the bank accounts list page, click the 'Account name' link in the list to open the bank account details.
6. Click 'Edit' from the 'Actions' menu.

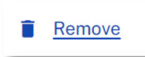


7. Make any updates to the fields.
8. Enter the reason you are changing the bank account details.
9. Click 'Save'.

**RESULT:** Changes are saved to the bank account record.

## Remove

10. From the bank accounts list page, click the 'Account name' link in the list to open a bank account.
11. Click 'Remove' from the 'Actions' menu.



12. Enter the reason you are deactivating the bank account.
13. Click 'Deactivate'.

**RESULT:** The bank account is deactivated in ADMS.

*NOTE: If a claim was approved with a bank account ~~which~~ that has been removed, the claim payment will process with the deactivated bank account. If the claim should not be processed with the removed bank account, contact your Apprentice Connect Australia Provider.*

# Support

For assistance with ADMS, contact your Apprentice Connect Australia Provider. If you don't know who your Provider is, contact Skilling Australia on **1800 020 108**.

