



## DELEGATED AUTHORITY TO COMPLETE:

Amount	Account Code	Approved	Signature*	Name
\$ _____	_____3616__	Y / N		
\$ _____	_____3616__	Y / N		
\$ _____	_____3616__	Y / N		
\$ _____	_____3616__	Y / N		
\$ _____	_____3616__	Y / N		

\*Must be someone with signing authority on the Account Code from which payments are to be made

### To enter your bank account details in eVision:

1. Log into eVision
2. From your My Finances container click on the **account and payment information** link.
3. Select **Review my bank details**
4. The bank account details screen will open and you will see your name is already entered into the Account name field.
5. If you need to update your Account name click into the field and type your account name.
6. To enter your bank account number click into the Account number field and start entering your bank account number as it is displayed on your bank statement or online banking.  
The format for a New Zealand bank account is 12-1234-1234567-123
  - The hyphens for each section of the account number will automatically display as you enter each part of your account number.
  - If your bank account number suffix (the last section of the account number) is only displayed as 2 digits on your bank account please enter the 2 digits and eVision will automatically add the third digit in the correct place
7. Tab out of the Account number field at which point your bank account number will be validated and the Bank name and Bank location fields will now have been populated.
  - If you see an error message at the top of the screen that your bank account number is invalid please recheck your account number. eVision will only allow you to save a valid account number.
8. Click Save to save your bank account details.