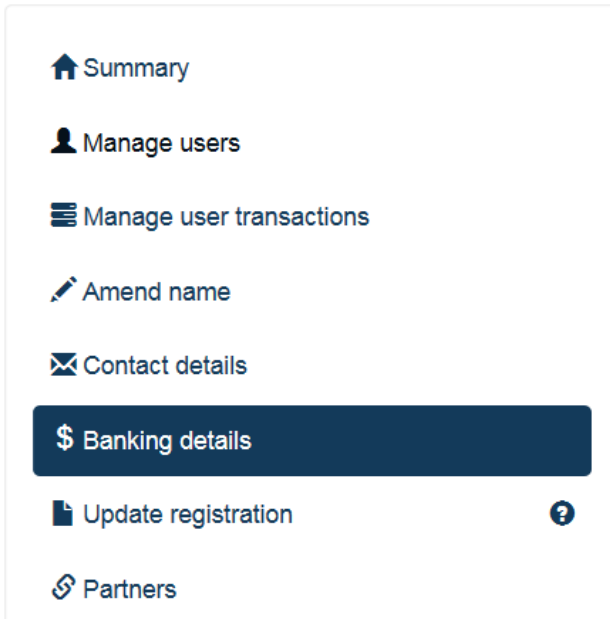












Adding bank details

1. Click on your account name from the home menu.
2. Click on the **Banking details** menu as follows:



3. Click on the **Add bank account** button.
4. The banking details screen is displayed as follows:

Banking details

Nickname	<input type="text"/>	
Account name	<input type="text"/>	
BSB	<input type="text"/>	
Name of institution	<input type="text"/>	
Account number	<input type="text"/>	
Do you want to use this account for refunds from the SRO?	<input type="text" value="No"/>	 
<small>If you select Yes, this will be the only account where SRO refunds will be deposited.</small>		
Do you want payments from this account to be made through TRO?	<input type="text" value="No"/>	  
	<input type="button" value="Add"/>	<input type="button" value="Cancel"/>

5. Enter **Nickname** if required.
6. Enter **Account name**.
7. Enter **BSB**.
8. Enter **Name of institution**.
9. Enter **Account number**.
10. Select an option from the drop down list for **Do you want to use this account for refunds from the SRO?**
11. Select Yes for **Do you want payments from this account to be made through TRO?**
12. Read the Electronic Payment Authority Service Agreement.
13. Click on the **Accept** button.

14. Click on the **Add** button.
15. A confirmation message is displayed as follows:

Bank Details Updated successfully



Bank details have been successfully updated - Electronic Payment Authorisation is now active and you will be able to use the Tasmanian Revenue Online direct payment option for this account.

Close

16. To add additional accounts click **Add bank account**, and repeat the steps above. (If you have multiple accounts, you will be asked which account you wish to pay the invoice from, when you click the **Pay** button).
17. To learn how to pay, refer to the help file on [Making payments through TRO](#).