INSTRUCTION SHEET
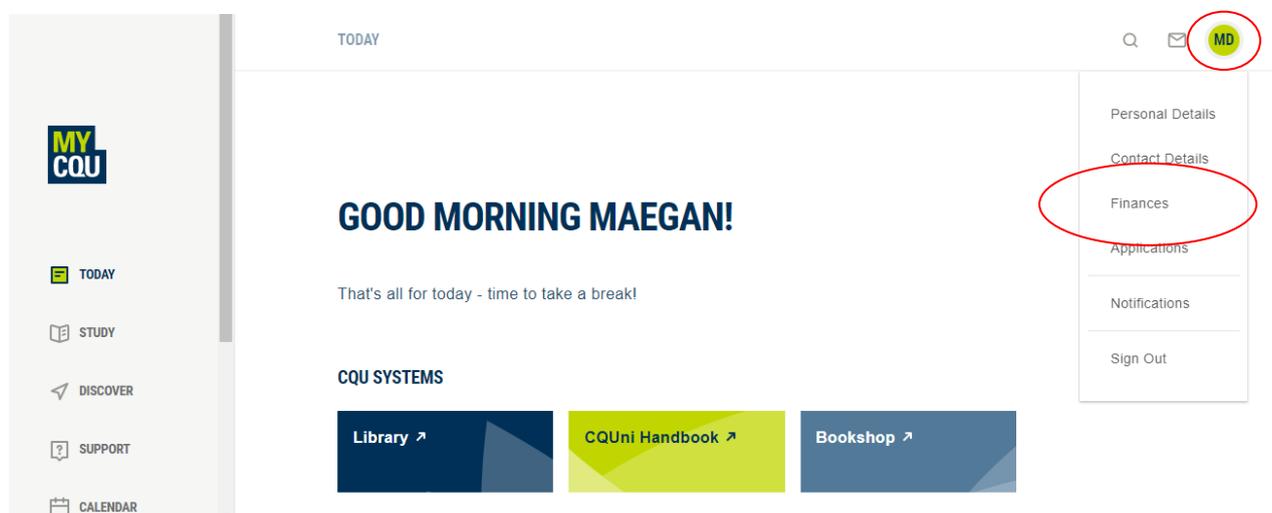
Add or update a payment method

To add or update your payment method for receiving scholarship funds, visit the MyCQU Student Portal at **my.cqu.edu.au** and log in using your Student ID and password.
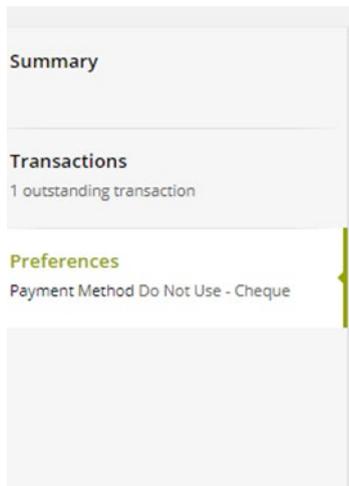
Select your initials in the top corner, then select *Finances* from the menu.

From the *Finances section*, scroll down to the *Finance Summary* and select *View*.

Select the *Preferences* tab from the side menu panel.

Select *Electronic Funds Transfer* from the drop-down menu and fill out the remaining details.

Ensure the details entered are correct, and press Save.

Note, when entering a BSB number, please ensure to add a hyphen, e.g., 123-456. Please do not include symbols when entering your Account number.