

INSTRUCTION SHEET

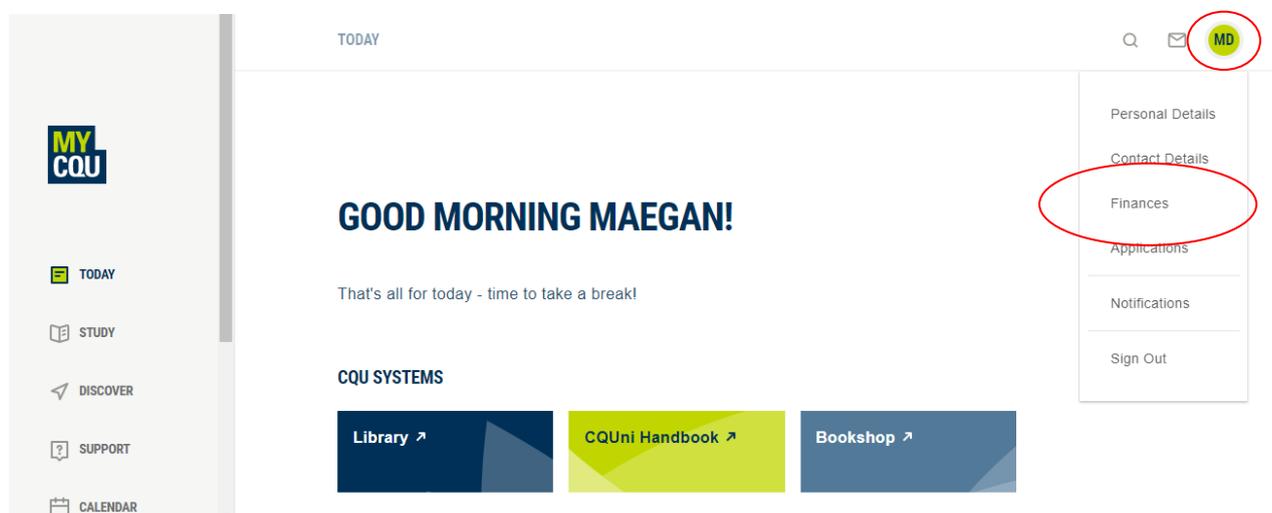


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Add or update a payment method

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.

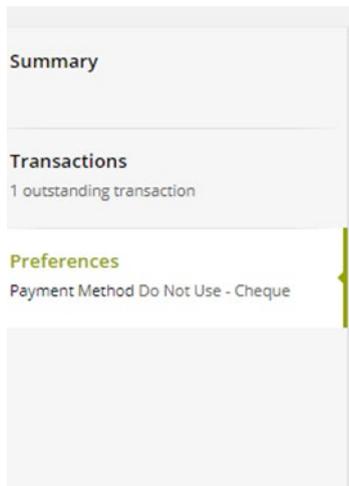
Select your initials in the top corner, then select *Finances* from the menu.



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.

A screenshot of a web form titled 'Preferences'. On the left is a side menu with 'Summary', 'Transactions', and 'Preferences' (highlighted). The main content area is titled 'Preferences' and has a 'Save' button in the top right. Below the title is a section 'Preferred Payment Details' with a dropdown menu for 'Payment Method' set to 'Electronic Funds Transfer'. Below that are four input fields: 'Bank Transfer Method *', 'Account *', 'Bank Name *', and 'Account Name *'. Each field has a red asterisk indicating it is required.