Managing your banking details using
Health Professional Online Services (HPOS)

phn
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An Australian Government Initiative

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You can manage your banking details for your current provider numbers using HPOS.
Changes will be visible in HPOS within 24 hours.

How to add or update your bank account details

1. Log in to Provider Digital Access (PRODA) to access your HPOS account.

2. Select **My details.**

3. Select **My personal details.**

4. Select **My banking details.** A list of all provider numbers and programs with bank details registered will display.

5. Select **Add** or **Update** against the provider numbers or programs.

6. Enter the details or select an existing account from the drop down list and select the **Acknowledgement checkbox.**

7. Select **Submit.** A success screen will display to confirm details have been updated.

   Note: If your Minor ID needs updating, contact the Services Australia eBusiness Service Centre.

https://hpe.servicesaustralia.gov.au/INFO/MDC/MDCM01INFO.pdf

My banking details will display a table (see below)

This screen displays a list of:

- All programs you are currently registered for
- All locations where you are registered for these programs
- The details of those accounts you have previously nominated.
- Locations without any program registrations will not appear on this list.
- Updates to your Medicare banking details will automatically update your DVA banking details.

To change existing banking details select **Update.**

To enter banking details for a location where no banking details are recorded select **Add.**

To approve banking details entered by your delegate for a new location select **Review.**

More information about banking details is available on our website: Managing your banking details in HPOS

Program	Location	Location Id	BSB	Account no	Account name	Status ▲	Action

A list of different Programs will be displayed and the locations they relate to. If you need to add in your banking details, select Add in the Action column. If you have already been linked to a Program listed in the Program column and need to update your banking details, select Update in the Action column.

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You may already have existing bank account details, so Select an existing account by clicking the drop down arrow and selecting the required bank account details. If you want to add in new account details, select Enter a new account and complete the details.