


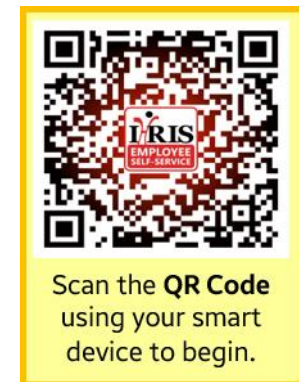
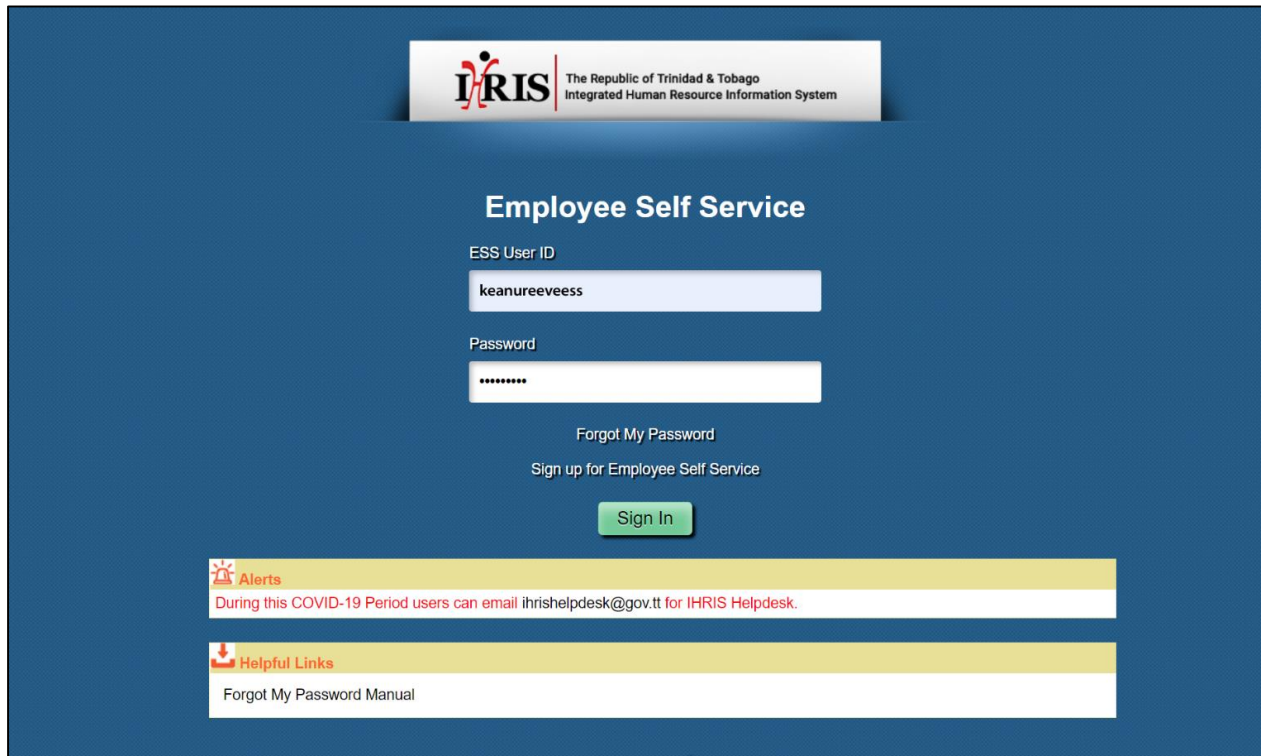
Verifying Bank Account Information

Verifying Bank Account Information

Step 1 – Open the ESS website in your browser

- ▶ Log into the ESS Portal by **scanning the QR Code** shown below or **enter the ESS site** into the address bar (<https://ess.ihris.gov.tt:7150/ess/signon.html>).
- ▶ Enter your **ESS User ID** and **Password** into their respective fields.
- ▶ Then, click the  button to access the ESS Portal.

Desktop View & Mobile View



- ▶ Go on to **Step 2**.

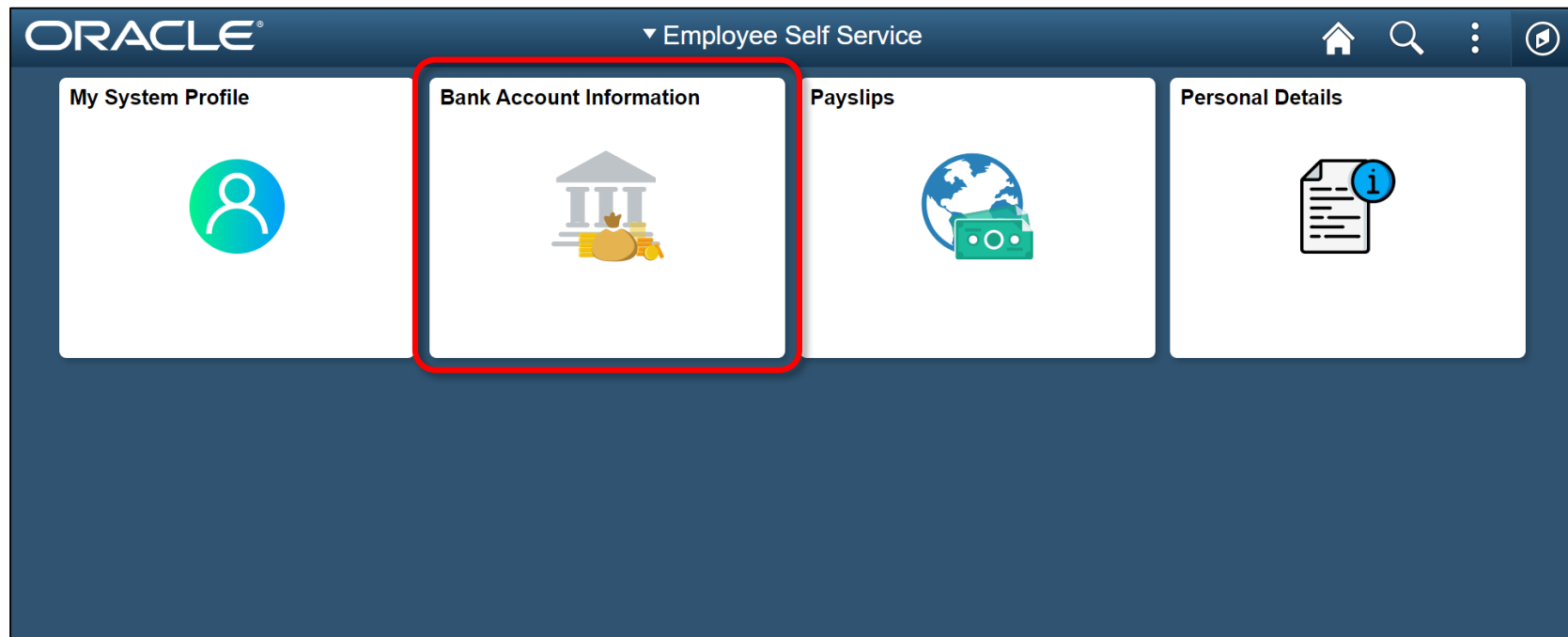
Verifying Bank Account Information - continued

Step 2 – Click on the Bank Account Information tile

From the **Employee Self Service Homepage**:

- ▶ Click on the **Bank Account Information** tile.

Desktop View & Mobile View




Clicking the Bank Account Information tile will take you to the Bank Account Information page.

- ▶ Go on to **Step 3**.

Verifying Bank Account Information - continued

Step 3 – Verify your Bank Account Information

On the **Bank Account Information** page:


- ▶ Verify your **Employee ID**, **Employee Record**, **Bank Details**, **Account Number** and **Account Status** are correct.
- ▶ Notice the **Verification Status** states that this Bank Account Information is “**UNVERIFIED**”.
- ▶ If the Bank Account Information is correct, click on the  button to proceed. (If the information shown is incorrect please notify your Payroll Department).


Desktop View & Mobile View

Employee Self Service

Bank Account Information


Bank Account Information



Keanu Reeves


Systems Analyst II

1 row

	Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status	
1	00204	0	Republic Bank Park Street	780699111733	Active	UNVERIFIED	

- ▶ Go on to **Step 4**.

Verifying Bank Account Information - continued

Step 4 – Confirming your Bank Account Information



A verification message will pop up after clicking the **Verify Now** button.

- ▶ Click **Yes** to confirm that the Bank Account Information shown is correct.
- ▶ Or click **No** to disprove that the Bank Account Information shown is inaccurate and alert your Payroll Department



Other than completing the Data Maintenance Form:

- If the details shown is correct, complete and submit the - 1A Verification of Bank Account Number form.
- If the details shown is incorrect, complete and submit the - 1B Input of Bank Account Number form.

Desktop View & Mobile View

Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status	
1	00204	0	Republic Bank Park Street	780699111733	Active	UNVERIFIED

Is Republic Bank - Park Street - Account Number: 870111699732 correct?

- ▶ Go on to **Step 5**.

Verifying Bank Account Information - continued

Step 5 – Confirming your Bank Account Information




Notice that the Verification Status column is now shown as "VERIFIED"!

Desktop View & Mobile View

Employee Self Service

Bank Account Information

Bank Account Information



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1 row

Employee ID	Employee Record	Bank Details	Account Number	Account Status	Verification Status	
1	00204	0	Republic Bank Park Street	780699111733	Active	VERIFIED

