

# Register or change your service's bank account details in the Aged Care Provider Portal (ACPP)

'A-users' with organisation administrator access may self-manage their aged care service's bank account details in the ACPP.

## Register/change bank details

**1** From the **Bank account summary** screen, select **Register bank details** to register new or change existing bank details.

**Bank account summary**

Current bank account details

Bank name	BSB	Account number	Account name	Effective date	Status
Bank name	XXX	XXXXXXXXXX	Account name	25/02/2023	Approved

[Register bank details](#)

A declaration: 'Have you completed the [Application to add or change approved care service's bank details form \(AC015\)](#)?' will display.

Have you completed the Application to add or change approved care service's bank details form (AC015)?

1. Completing the Application to add or change approved care service's bank details form (AC015).
2. Sending the form to [Services Australia](#) or uploading with this online process.

I confirm:

1. I have completed the Application to add or change approved care service's bank details form (AC015).
2. I have sent all of the above to [Services Australia](#) for processing or will upload with this online process.

Confirm to continue.

**2** On the **Register bank details** screen, enter your **BSB**, **Account number**, and **Account name**.

*Note: Don't include the hyphen in the BSB or Account number details.*

**Register bank details**

All fields are optional unless marked with an asterisk \*.

BSB \*

Account number \*

Account name \*

[Cancel](#) [Submit](#)

Select **Submit** and **Yes** when the 'Register?' notification displays.

**Register?**

Are you sure you want to register these bank account details?

Bank name

BSB \*

Account number \*

Account name \*

[No](#) [Yes](#)

A Receipt screen will display 'SUCCESS: the bank details are registered and pending approval!'

A completed AC015 form needs to be uploaded to Services Australia via the ACPP for staff to review.

## Upload the AC015 Application file in the ACPP

**3** Go to the **Bank account documents** screen by selecting **Go to document upload** on the **Receipt** screen.

In the **Upload documents** section, select **Select document**.

Select and open the completed AC015 form file and select **Attach documents**.

A successful confirmation message will display.

**Upload documents**

Please upload a completed AC015 form - Application to add or change approved care service's bank details form (AC015)

[Select document](#)

A Services Australia staff member will need to sight the form (AC015) and approve before the details are effective.

