

Add bank details for paying super

Before you can start paying superannuation with MYOB's super portal, you need to enter the details of the bank account you'll use to pay super. You'll authorise this bank account to make payments when you complete the signup for MYOB's super portal.

The account should be one of your actual bank accounts, *not* an MYOB Essentials bank account.

Enter your bank details

To enter your bank account details for paying superannuation, go to the **Payroll settings** page (**Payroll** menu > **Payroll settings**) and enter your account name, BSB and account number in the **Pay superannuation settings** section at the bottom of the page, then click **Save**.

Pay superannuation settings

Bank details

Account name:

BSB:

Account number:

Note that when you make a payment through MYOB's super portal, it won't be recorded against the equivalent account in MYOB Essentials. See [Recording super payments made through MYOB's super portal](#) for how to record these payments.

Changing bank details

The bank account details can't be changed within the super portal. Please call MYOB on 1300 555 123 to make any changes to your bank account.

See [Pay superannuation](#) for more details on what else you need to set up before you can start paying super.

Related topics

- [Set up Pay superannuation](#)
- [Complete business details for paying super](#)
- [Set up employees for paying super](#)
- [Register for MYOB's super portal](#)
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