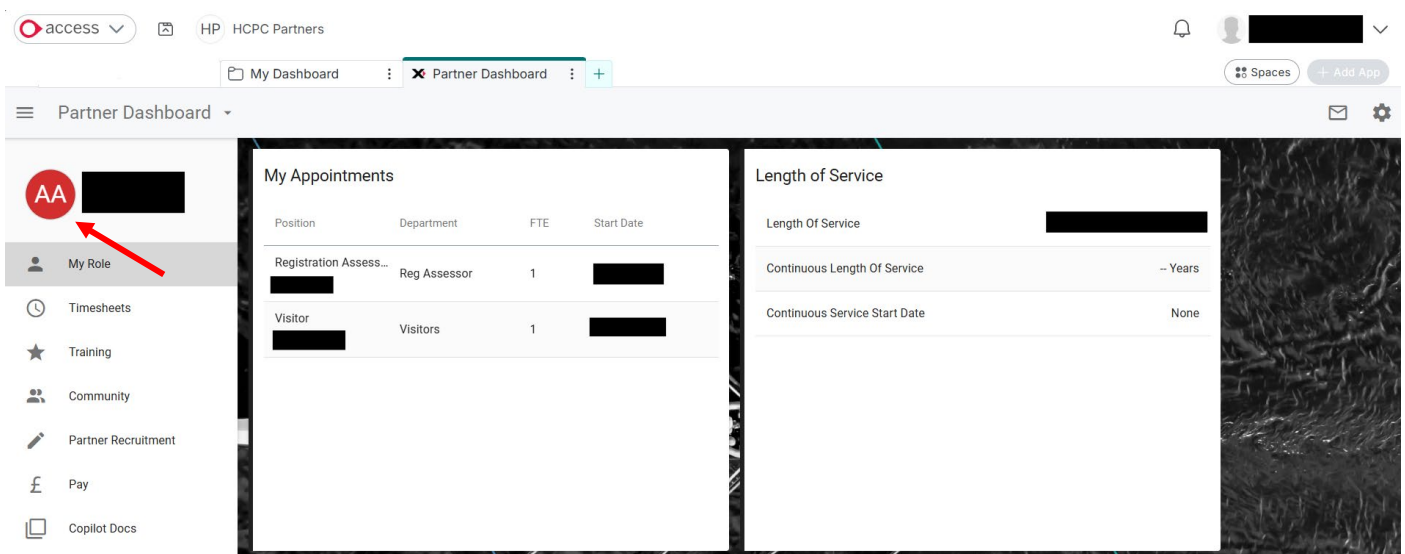


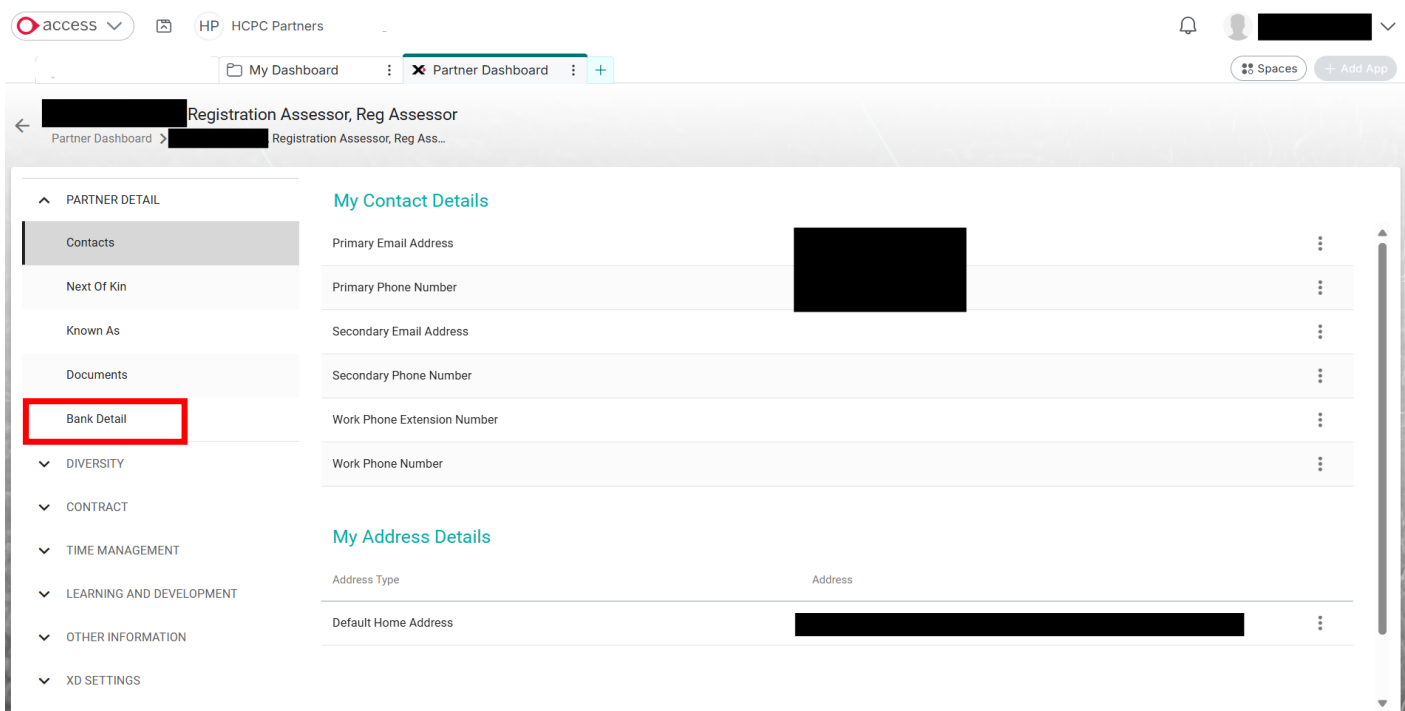
How to: Verify your banking information and add you NI number in the Partner Portal

The HCPC is now implementing a new payroll system for partners. The fees for any work completed on or after 1 October 2025 will be paid through this new system. You will receive your fees on the 25th day of each month, for all work completed in the previous month. This means, any work you do for the HCPC in October will be paid to you on 25 November. Below you will find step-by-step instructions on how to verify that your bank details are correct and for you to add your National Insurance number. If anything is unclear, or you have any queries, please contact us a partners@hcpc-uk.org.

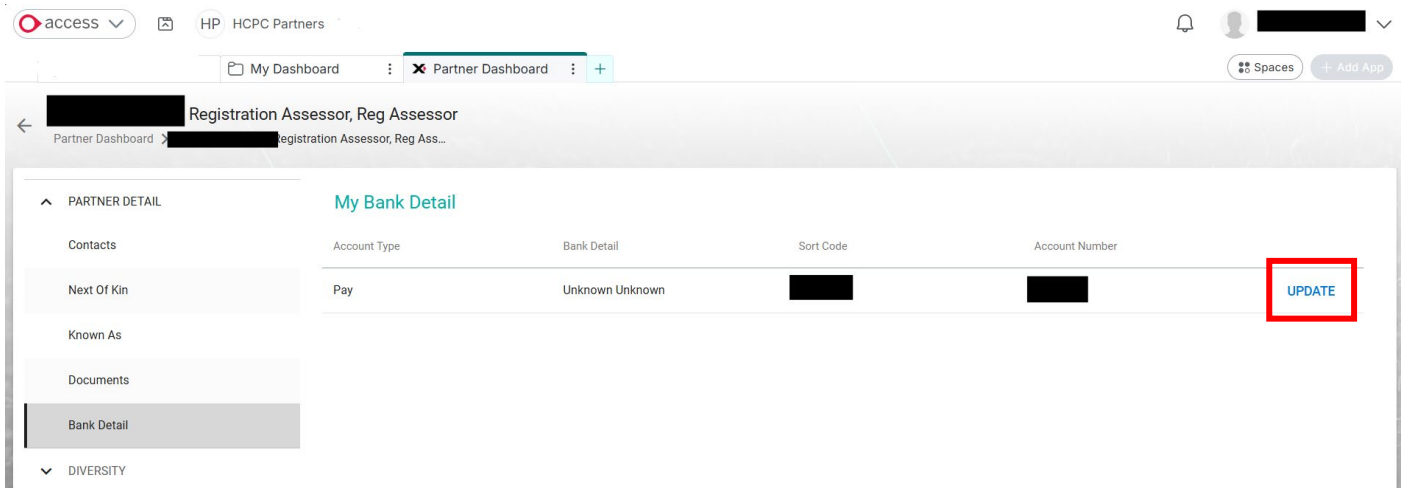
1. After logging into the Partner Portal, navigate to the round icon in the top-left corner of your screen, which should contain your initials.



2. You will land on your profile page, as shown below. On the left side of the screen, click on "Bank Detail".



3. You will be brought to the “My Bank Detail” page, where you can confirm your current banking information or click on “Update” to make changes.



access HP HCPC Partners

My Dashboard Partner Dashboard

Registration Assessor, Reg Assessor

PARTNER DETAIL

Contacts

Next Of Kin

Known As

Documents

Bank Detail

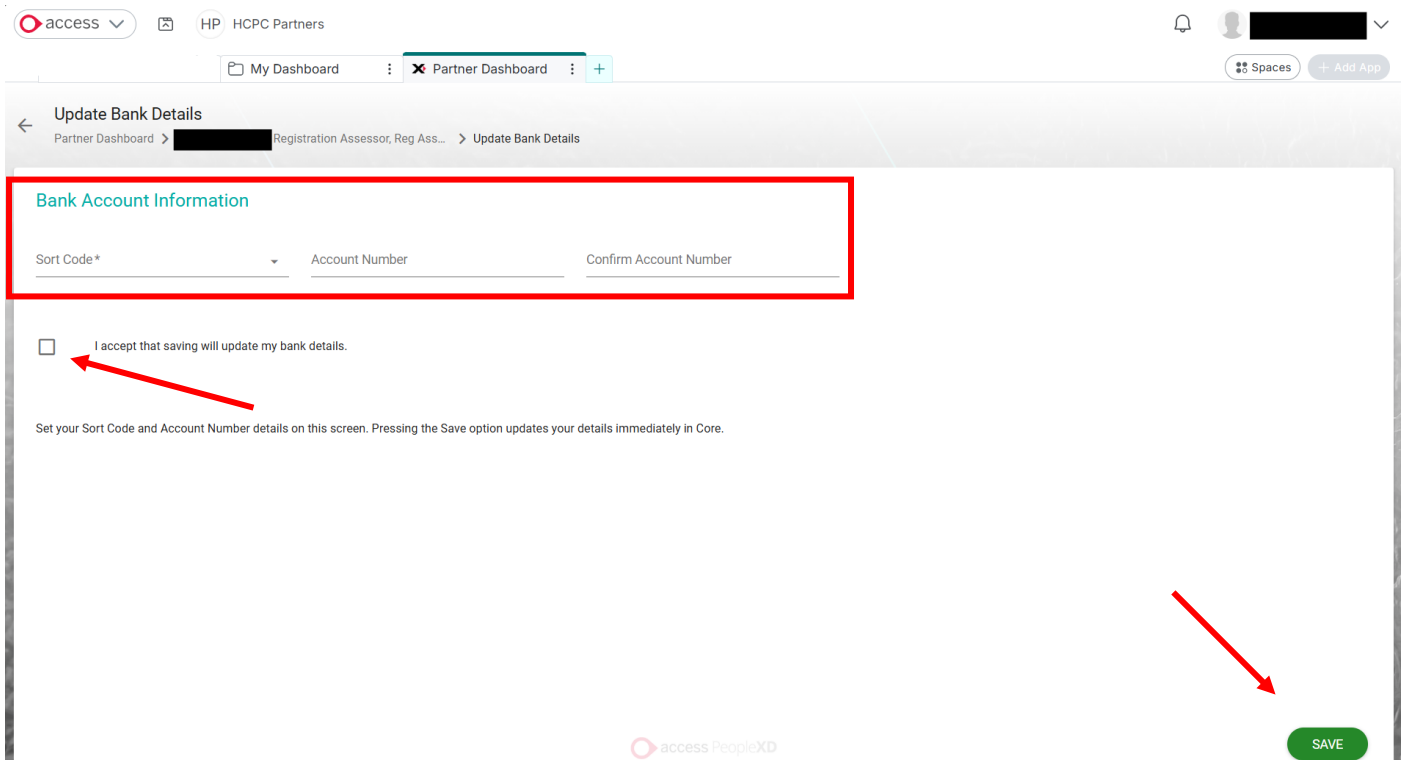
DIVERSITY

My Bank Detail

Account Type	Bank Detail	Sort Code	Account Number
Pay	Unknown Unknown		

UPDATE

4. Here, you will be able to add your new bank account details. Once the three mandatory boxes have been filled (red box), you must then tick the box beneath them (arrow), and then click the “Save” button in the bottom right corner of the screen (arrow). If you do not receive any error codes, your bank details will be updated. If there are any errors, a dialogue box will appear explaining the issue and how to resolve it.



access HP HCPC Partners

My Dashboard Partner Dashboard

Update Bank Details

Bank Account Information

Sort Code* Account Number Confirm Account Number

☐ I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

access PeopleXD

SAVE

5. Next, click the back arrow to return to your profile page.

access HP HCPC Partners

My Dashboard Partner Dashboard +

Update Bank Details

Partner Dashboard > Registration Assessor, Reg Ass... > Update Bank Details

Bank Account Information

Sort Code* Account Number Confirm Account Number

☐ I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

access PeopleXD

SAVE

6. Locate the “DIVERSITY” list on the left side of the page and click on it. Under diversity, you will see “Background”. Click on it.

access HP HCPC Partners

My Dashboard Partner Dashboard +

Registration Assessor, Reg Assessor

Partner Dashboard > Registration Assessor, Reg Ass...

My Bank Detail

Account Type	Bank Detail	Sort Code	Account Number	
Pay	Unknown Unknown			UPDATE

PARTNER DETAIL

- Contacts
- Next Of Kin
- Known As
- Documents
- Bank Detail
- DIVERSITY**

access HP HCPC Partners

My Dashboard Partner Dashboard +

Registration Assessor, Reg Assessor

Partner Dashboard > Registration Assessor, Reg Ass...

My Bank Detail

Account Type	Bank Detail	Sort Code	Account Number	
Pay	Unknown Unknown			UPDATE

PARTNER DETAIL

DIVERSITY

- Background**
- Disability

CONTRACT

7. On this page you will find the field to enter your National Insurance number. Please enter yours there, omitting any spaces. Click “Save”.

The screenshot shows the 'Registration Assessor, Reg Assessor' profile page in the PeopleXD system. The left sidebar contains a navigation menu with sections: PARTNER DETAIL, DIVERSITY, CONTRACT, TIME MANAGEMENT, LEARNING AND DEVELOPMENT, OTHER INFORMATION, and XD SETTINGS. The 'DIVERSITY' section is expanded, showing 'Background' and 'Disability' sub-sections. The 'Background' sub-section is active, displaying fields for Gender, Gender Identity, Sexual Orientation, Date Of Birth, NI Number, Ethnic Origin, Nationality, Country Of Origin, and Religion. The 'NI Number' field is highlighted with a red rectangular box. A red arrow points from the bottom right towards the 'SAVE' button, which is a green oval labeled 'SAVE'. The top of the page shows the 'access' logo, 'HP HCPC Partners', and a user profile dropdown. The breadcrumb trail indicates the path: Partner Dashboard > Registration Assessor, Reg Ass...

access HP HCPC Partners

My Dashboard Partner Dashboard + Spaces + Add App

Registration Assessor, Reg Assessor

Partner Dashboard > Registration Assessor, Reg Ass...

PARTNER DETAIL

DIVERSITY

Background

Disability

CONTRACT

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

OTHER INFORMATION

XD SETTINGS

Background

Personal Details

Gender Gender Identity Sexual Orientation

Date Of Birth NI Number

Diversity

Ethnic Origin Nationality Country Of Origin

Religion

Family Details

access PeopleXD

SAVE