

# How to update your bank account number and contact information on myBupa

## 如何於 myBupa 上更新你的銀行戶口號碼及聯絡資料

### 1. Update bank account number 更新銀行戶口號碼\*

You can go to “My Coverage”, locate “Claim Settlement” to update your bank account no. at any time if needed. Upon successful change, you will receive our email notification on the same day.

如有需要，你可前往「我的保障」下的「支付賠償詳情」部分隨時更新你的銀行戶口號碼。成功更改後，你會於同日內收到我們的電郵通知。

The screenshot shows the myBupa website interface. At the top, there is a navigation bar with the Bupa logo and several menu items: Home, My Coverage (highlighted with a red box), Claims, Network Doctors Finder, Documents, Download Forms, Member Privileges, Health & Wellness - Bupa4Life, and Digital Healthcare. Below the navigation bar is a dark blue header with a back arrow and the text 'Home' and 'My Coverage'. The main content area is titled 'Claim Settlement' and shows 'Claim settlement method' set to 'Autopay'. Below this is a form field for 'Bank account no.' with the value '999999\*\*\*\*999999' and an 'Edit' link. Underneath, 'Document delivery method' is set to 'Via e-Services / Softcopy on myBupa'. A note below states: '\*Please refer to <https://www.bupa.com.hk/en/customer-care/mybupa/> for the latest list of e-documents available on myBupa. This list is subject to change.' The second section is titled '支付賠償詳情' and shows '支付賠償方法' set to '自動轉賬'. Below this is a form field for '銀行戶口號碼' with the value '999999\*\*\*\*999999' and a '編輯' link. At the bottom, '收取文件方式' is set to '經電子通訊 / myBupa上電子版本'.

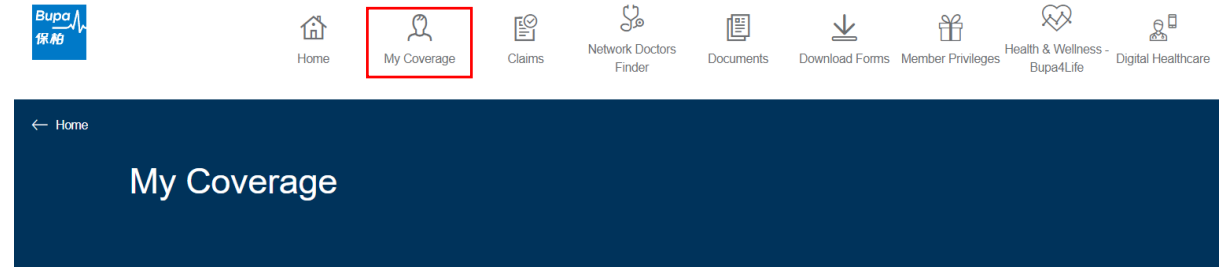
### 2. Update personal information 更新聯絡資料\*

You can also locate “Contact Information” at the bottom of the same page and update your contact information including email, mailing address and contact number. Upon successful change, you will receive our email notification on the same day.

你亦可於此頁底部的「聯絡資料」部分更新你的聯絡資料，包括電郵、郵寄地址和聯絡電話。成功更改後，你會於同日內收到我們的電郵通知。

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### Contact Information

If you need to update the Contact Details, click "Edit". Your changes will be reflected on this page within 24 hours.

Preferred email 602****@home.com <a href="#">Edit</a>	Contact Numbers Mobile no. 99****99 Office no. Home no.
Mailing Address Corr Addr 1 60236462 Corr Addr 2 60236462 Corr Addr 3 60236462 Yuen Long, New Territories <a href="#">Edit</a>	



### 聯絡資料

如需更新聯絡資料，請按「編輯」輸入。您的資料將於24小時內更新並顯示於此頁面。

優先聯絡電郵 602****@home.com <a href="#">編輯</a>	聯絡電話 電話號碼 (手提電話) 99****99 電話號碼 (公司) 電話號碼 (住宅)
郵寄地址 Corr Addr 1 60236462 Corr Addr 2 60236462 Corr Addr 3 60236462 Yuen Long, New Territories <a href="#">編輯</a>	

*\*Please note the above functions are available to individual scheme members only. For group scheme members, please contact your HR department for enquiries.*

*\*請注意上述功能只適用於個人計劃會員。團體計劃會員請向貴公司的人力資訊部查詢。*