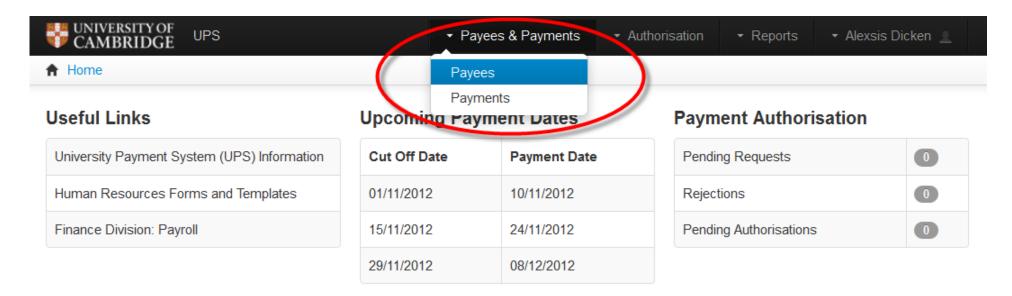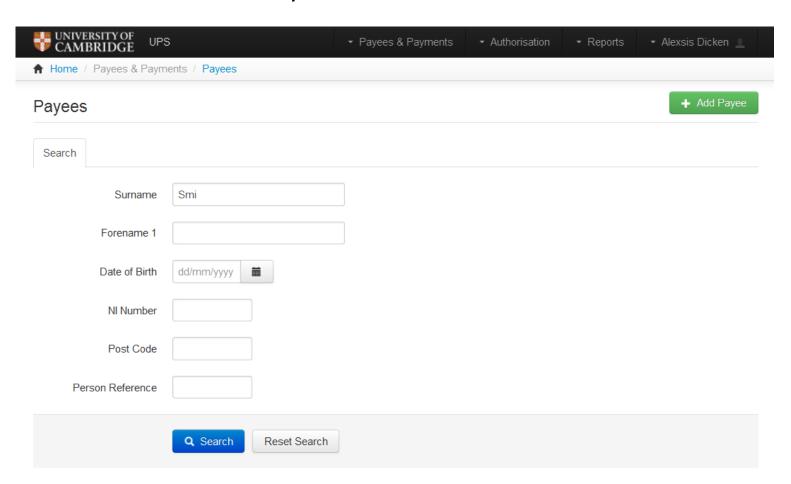# Updating a Payee on UPS

- On 🏠 Home page select **Payees** from Payees & Payments dropdown list

- Use NI number to find Payee

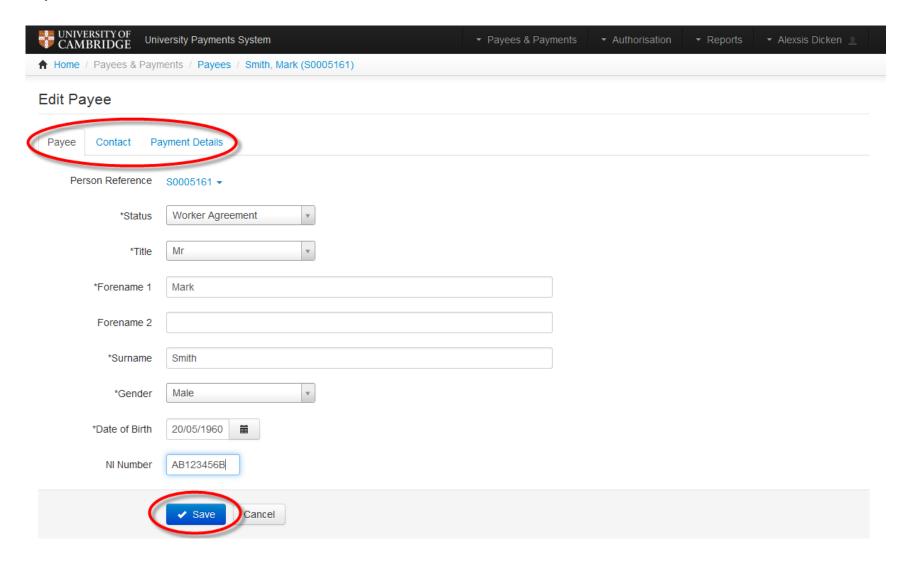- If no NI number, enter as much information as you have to return the most accurate result
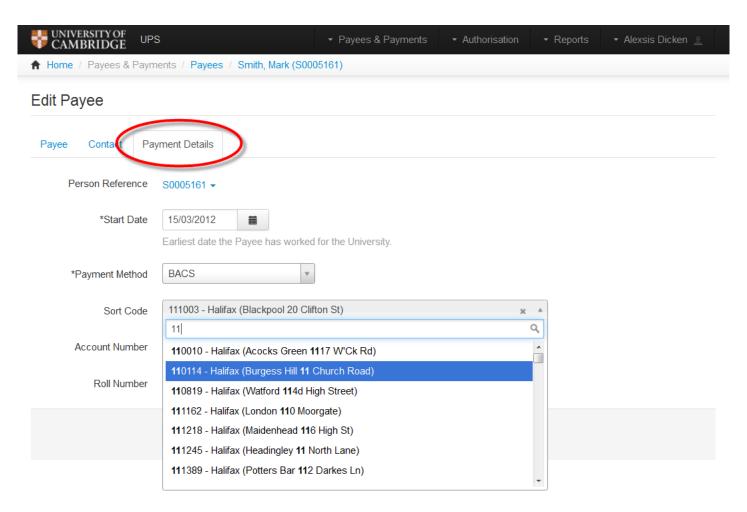
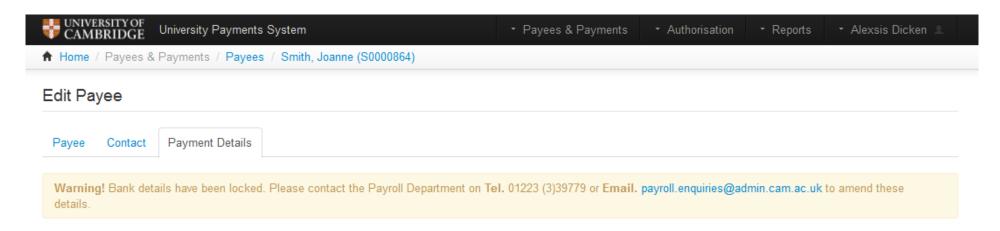- Update relevant details then click **Save**

3_ups_edit_payee_v1_2

- Payment Details can be **updated** on UPS until the first payment for the payee has been processed by Payroll

- Once Payment Details are **locked**, any amendments should be passed to Payroll