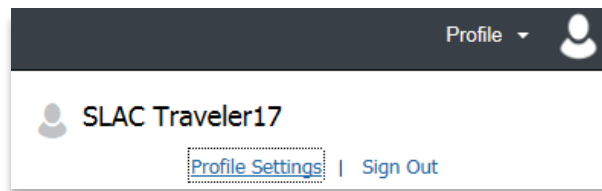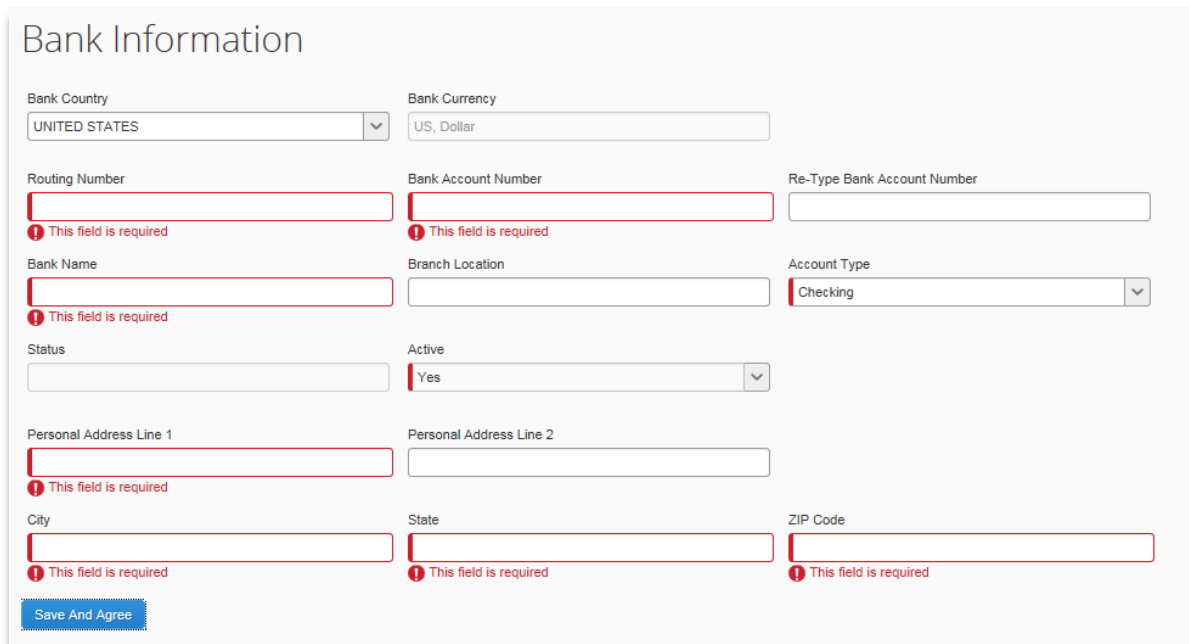## Logging in to Enter or Change Bank Information

Objective: Go over the steps to enter bank information in order to receive your reimbursement through direct deposits to a US bank account.

1. **Log** into Concur using your SLAC credentials.

2. From the home page go to the *Profile* dropdown and **click** on *Profile Settings.*

3. Under the *Expense Settings* category on the left hand side menus, **click** on *Bank Information.*

4. Once in the *Bank Information* page, **fill out** all the fields. Required fields will be marked in red.

5. **Click** *Save and Agree* once completed

6. After **saving** your bank information in Concur, it will take 2-4 business days for Concur to verify your account information. You will receive an email from Concur letting you know when the verification process is complete.

If you would like to be paid in any way other than Direct Deposit, you will need to **email** *Travel@slac.stanford.edu,* and the travel office will check the *Paid Outside Concur* box in your profile.

Note: Not using Direct Deposit is a significantly slower process, and will greatly delay reimbursement.