

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.

Bank Information		
Bank Country	Bank Currency	
UNITED STATES V	US, Dollar	
Routing Number	Bank Account Number	Re-Type Bank Account Number
1 This field is required	This field is required	
Bank Name	Branch Location	Account Type
		Checking
This field is required		
Status	Active	
	Yes 🗸	
Personal Address Line 1	Personal Address Line 2	
This field is required		
City	State	ZIP Code
This field is required	This field is required	This field is required
Save And Agree		

- 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 <u>Travel@slac.stanford.edu</u>**, and the travel office will check the *Paid Outside Concur* box in your profile.

Expense Inform	nation		
Save Cancel			
Employee Group	Reimbursement Currency	Traveler Type	Project
*Test User Group	US, Dollar 🗸	Employee	11437
Activity	WBS	Fund	Org
Y0001	10.05.03.01.04	YN0100000	
Location	SSN	BUSINESS_TITLE	US Citizen/Green Card Holder?
			Yes 🗸
Country of Citizenship	Medical Waiver	Medical Waiver Expiration Date	Paid Outside Concur?

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