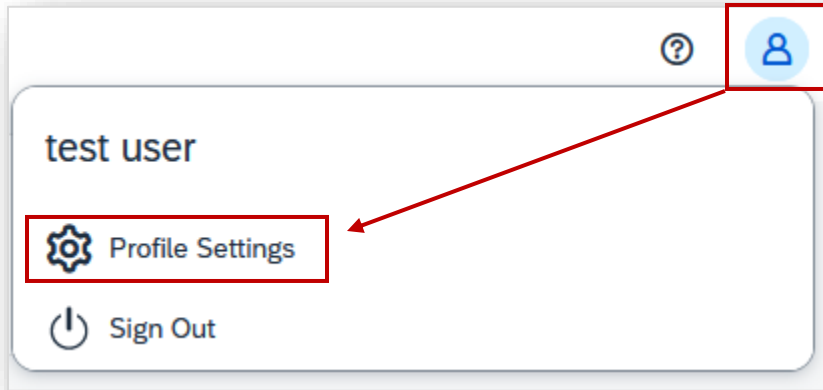


**Objective:** This section outlines the general steps for adding or updating bank information

1. Click on the *profile icon*, then Click on *Profile Settings*.



2. Under *Profile Options*, click on *Bank Information*.

<b>Your Information</b> <ul style="list-style-type: none"><li>Personal Information</li><li>Company Information</li><li>Contact Information</li><li>Email Addresses</li></ul>	<b>Profile Options</b> <p>Select one of the following to customize your user profile.</p> <ul style="list-style-type: none"><li><b>Personal Information</b> Personal Information</li><li><b>E-Receipt Activation</b> Enable e-receipts to automatically receive electronic receipts from participating vendors.</li><li><b>Expense Delegates</b> Delegates are employees who are allowed to perform work on behalf of other employees.</li><li><b>Change Password</b> Change your password.</li></ul>	<b>System Settings</b> <p>Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?</p> <ul style="list-style-type: none"><li><b>Bank Information</b> Bank Information</li><li><b>Expense Preferences</b> Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.</li><li><b>Concur Mobile Registration</b> Set up access to Concur on your mobile device</li></ul>
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## Add or Change Bank Information

3. **Fill in** all the required fields (marked in red), **select** the authorization *checkbox*, then **click Save**.

### Bank Information

Bank Country/Region <input type="text" value="UNITED STATES"/>	Bank Currency <input type="text" value="US, Dollar"/>	
Routing Number <input style="border: 2px solid red;" type="text"/>	Bank Account Number <input style="border: 2px solid red;" type="text"/>	Re-Type Bank Account Number <input type="text"/>
Bank Name <input style="border: 2px solid red;" type="text"/>	Branch Location <input type="text"/>	Account Type <input style="border: 2px solid red;" type="text" value="Checking"/>
Status <input type="text"/>	Active <input style="border: 2px solid red;" type="text" value="Yes"/>	
Personal Address Line 1 <input style="border: 2px solid red;" type="text"/>	Personal Address Line 2 <input type="text"/>	
City <input style="border: 2px solid red;" type="text"/>	State <input style="border: 2px solid red;" type="text"/>	ZIP Code <input style="border: 2px solid red;" type="text"/>

I authorize the use requirement below

5. After saving your bank information in Concur, it will take 2-4 business days for Concur to verify your account details. You will receive an email from Concur once the verification process is complete.



**Note:** Concur can only accept U.S. banking accounts. If you have a foreign bank account, please register as a supplier in our system by following the steps outlined in the guide – [Foreign Resident Payment Request](#). Reimbursement to a foreign bank account is processed via a wire transfer outside of Concur.