How to Enter 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 Profile Settings.

3. Under the Expense Settings category on the left menu, click on Bank Information.

4. Complete all the fields. Required fields will be marked in red.

5. Click Save and Agree once completed.