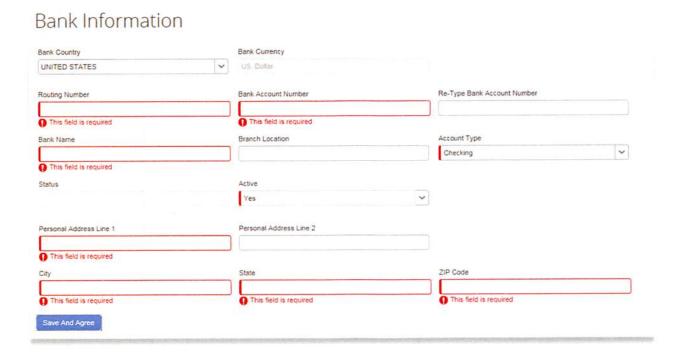# How to Enter Bank Information

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**

Profile ▾

SLAC Traveler17

Profile Settings | Sign Out

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.

Bank Information

Bank Country	Bank Currency	
UNITED STATES	US. Dollar	

Routing Number	Bank Account Number	Re-Type Bank Account Number
🛈 This field is required	🛈 This field is required	

Bank Name	Branch Location	Account Type
🛈 This field is required		Checking

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