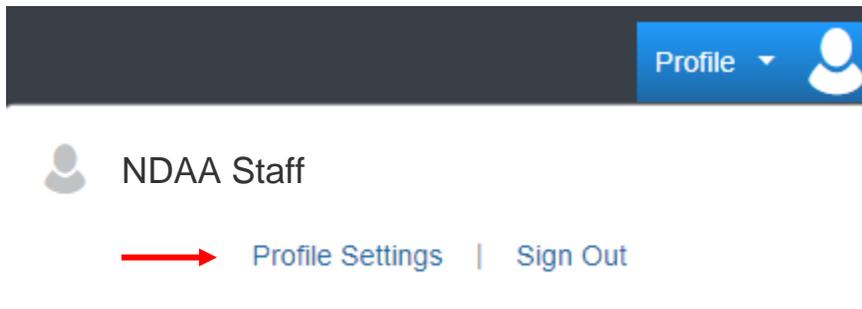
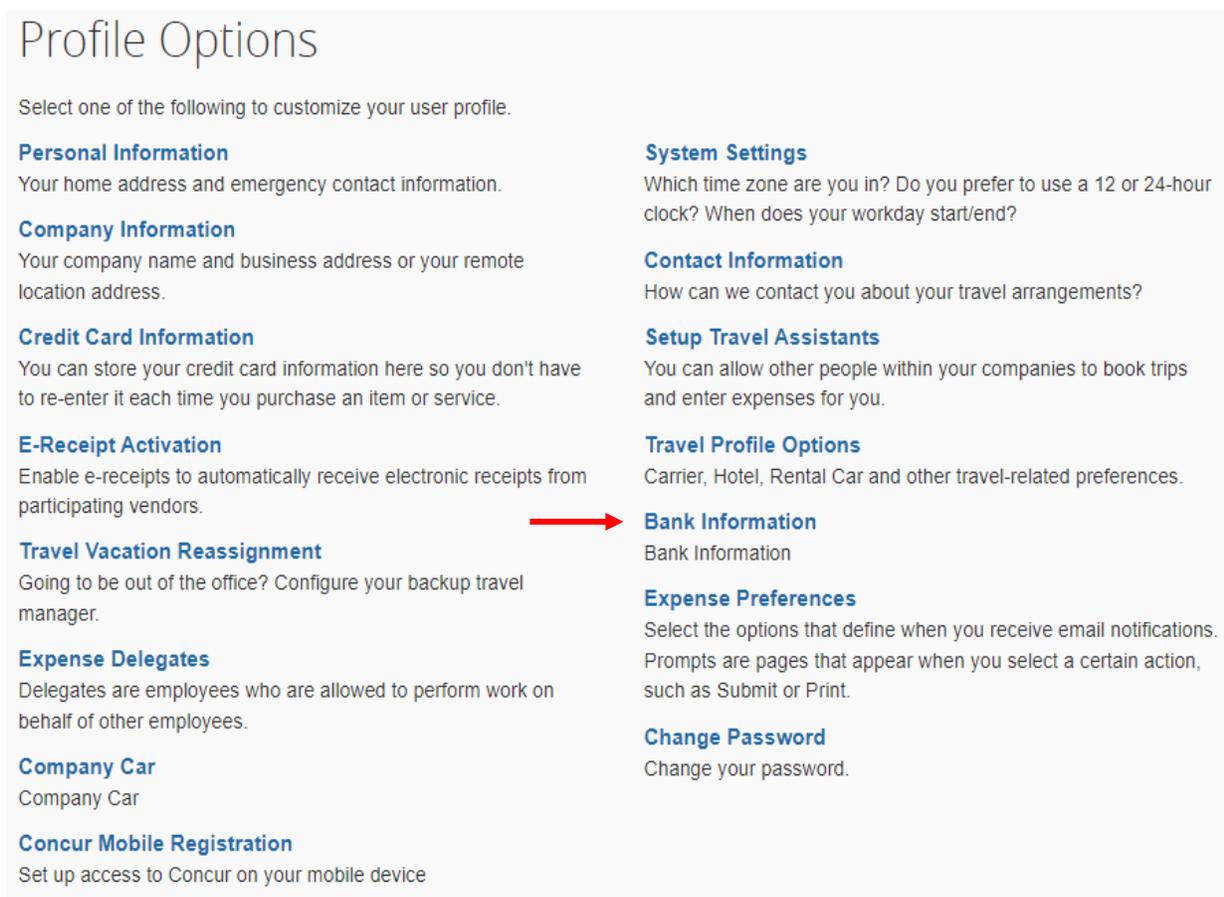


Adding Bank Information to Concur Profile

1. After logging in click the Profile box located at the top of the screen. Then, select **Profile Settings**.



2. Select **Bank Information** from the Profile Options menu.



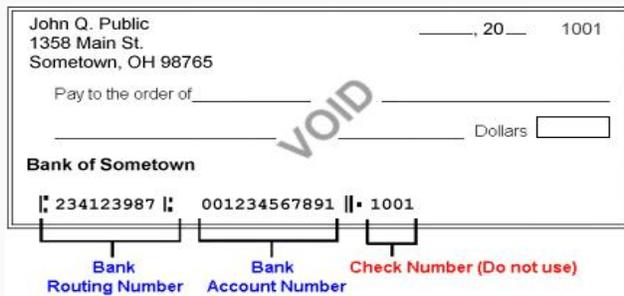
3. Enter your bank account information and personal address. (Your bank account number must be re-entered in the **Re-Type Bank Account Number** field.)
4. Check the box next to 'I authorize the use requirement below'.
5. Click **Save**.

Bank Information

Bank Country/Region UNITED STATES	Bank Currency US, Dollar	
Routing Number 000000000	Bank Account Number 111111111111111111	Re-Type Bank Account Number 111111111111111111
Bank Name Any Bank USA	Branch Location Any City, VA	Account Type Checking
Status Confirmed	Active Yes	
Personal Address Line 1 567 Main Street	Personal Address Line 2	
City Any City	State VA	ZIP Code 12345

I authorize the use requirement below

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Bambora Inc. or any of its affiliates ([Privacy Statement](#)), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all respects.



Routing Number is usually located between the **⏏** symbols on your check and is 9 digits.
Account Number is usually located before the **⏏** symbol on your check and is 3-17 digits.

6. The following pop-up message indicates a successful submission.



7. Account information can be updated by following the same steps.