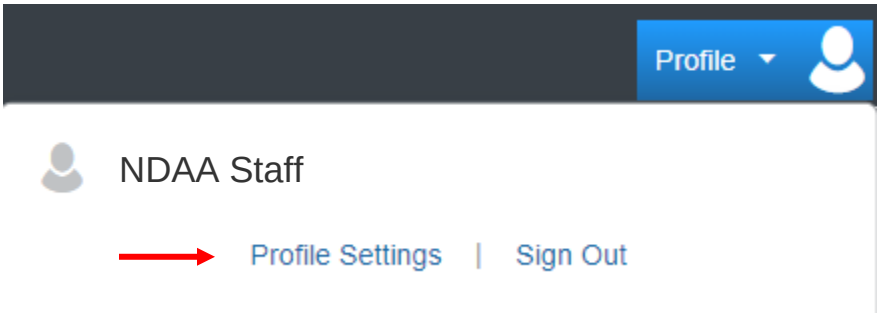
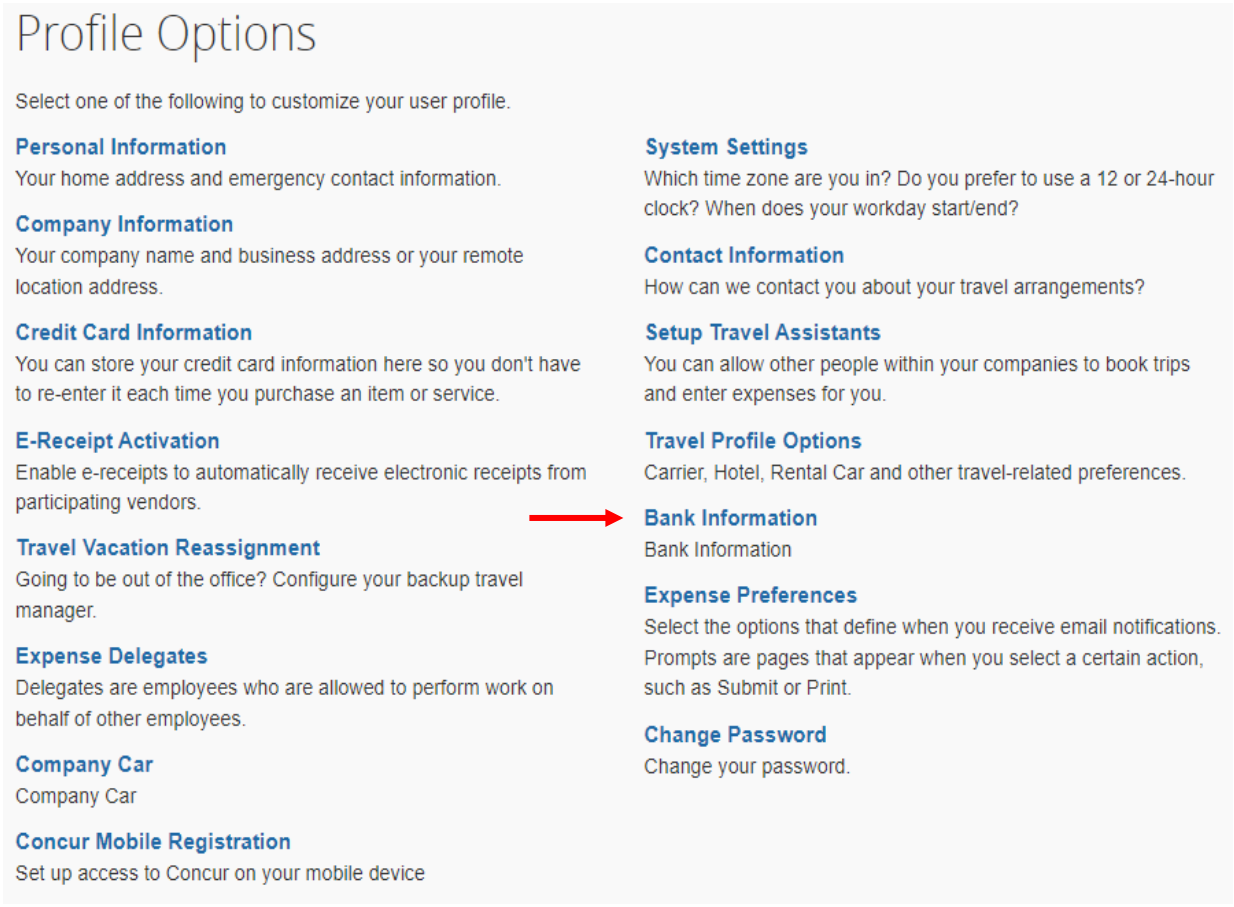
Adding Bank Information to Concur Profile

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



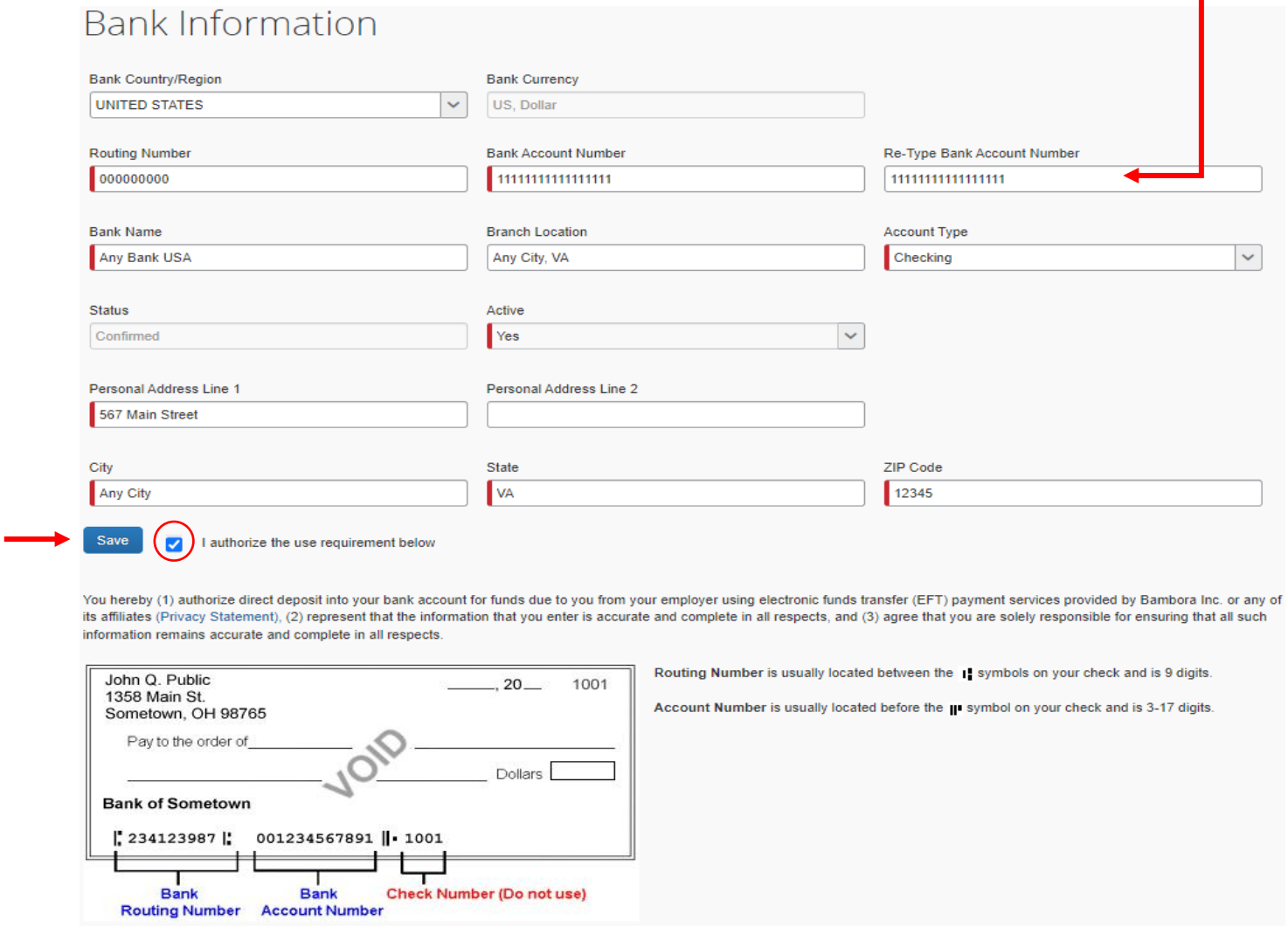
2. Select **Bank Information** from the Profile Options menu.



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**.



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

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