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.

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment Going to be out of the office? Configure your backup travel

manager.

Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees.

Company Car Company Car

Concur Mobile Registration Set up access to Concur on your mobile device

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.

Bank Information Bank Information

Expense Preferences

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.

Change Password Change your password.

- 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 Country/Region	Bank Currency		
UNITED STATES	VS, Dollar		
Routing Number	Bank Account Number	Re-Type Bank Account Number	
00000000	111111111111111	111111111111111	
Bank Name	Branch Location	Account Type	
Any Bank USA	Any City, VA	Checking	~
Status	Active		
Confirmed	Yes	~	
Personal Address Line 1	Personal Address Line 2		
567 Main Street			
City	State	ZIP Code	
Any City	VA	12345	
Save I authorize the use requirement	ent below		
You hereby (1) authorize direct deposit into your its affiliates (Privacy Statement), (2) represent th	bank account for funds due to you from your employer us at the information that you enter is accurate and complete	ng electronic funds transfer (EFT) payment services provided in all respects, and (3) agree that you are solely responsible for	by Bambora Inc. or any or ensuring that all such

John Q. Public 1358 Main St.		12.	, 20	1001
Sometown, OH 98765				
Pay to the order of		0		
	0.	×	Dollars	
Pank of Somotown	1-			
Ballk of Sometown				
234123987 001234	567891	• 1001		
Bank Ba	ink	Check Nur	nber (Do not	use)
Routing Number Account	t Number	uncentru		,

Routing Number is usually located between the 👔 symbols on your check and is 9 digits

Account Number is usually located before the III symbol on your check and is 3-17 digits.

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

The Emp	oyee Bank	Record v	vas saveo	ł
successfi	ılly			

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