Setup Bank Information in Concur

1 Navigate to **https://www.concursolutions.com/home.asp**

2 Click your initials

⊙ SVS

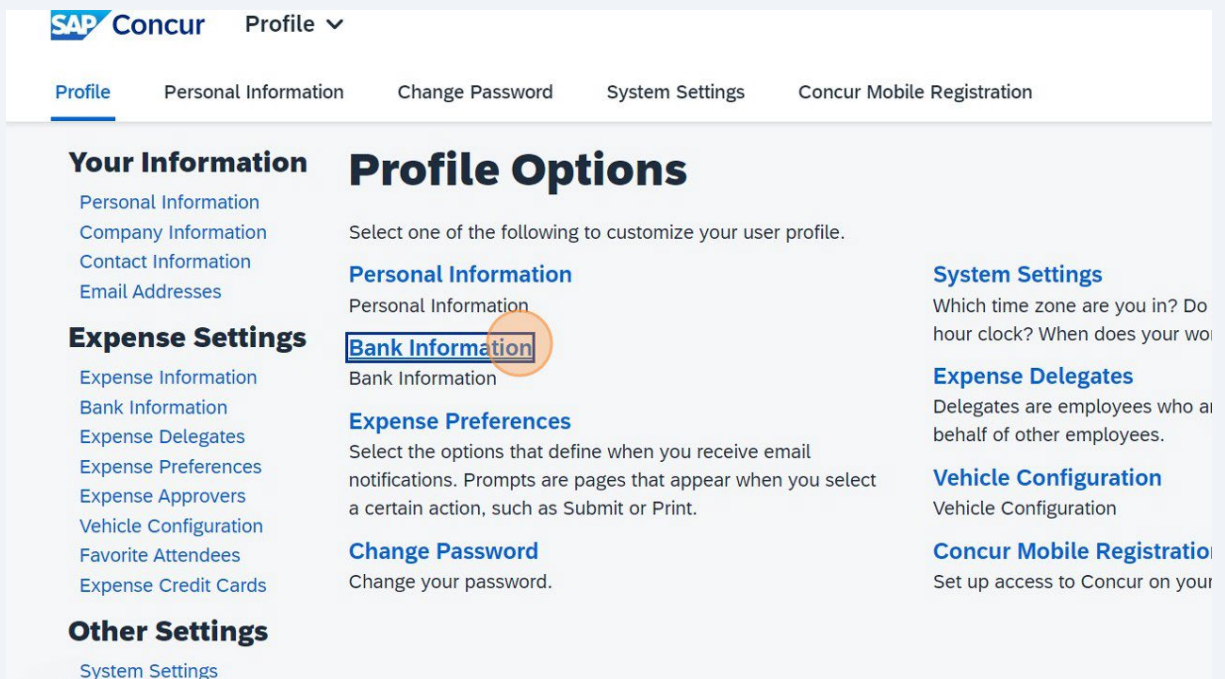| +	00	00	00
Start a Report	Required Approvals	Available Expenses	Open Reports

estimated deposit around April 26.

al Deadline   **Estimated Deposit**

Read more
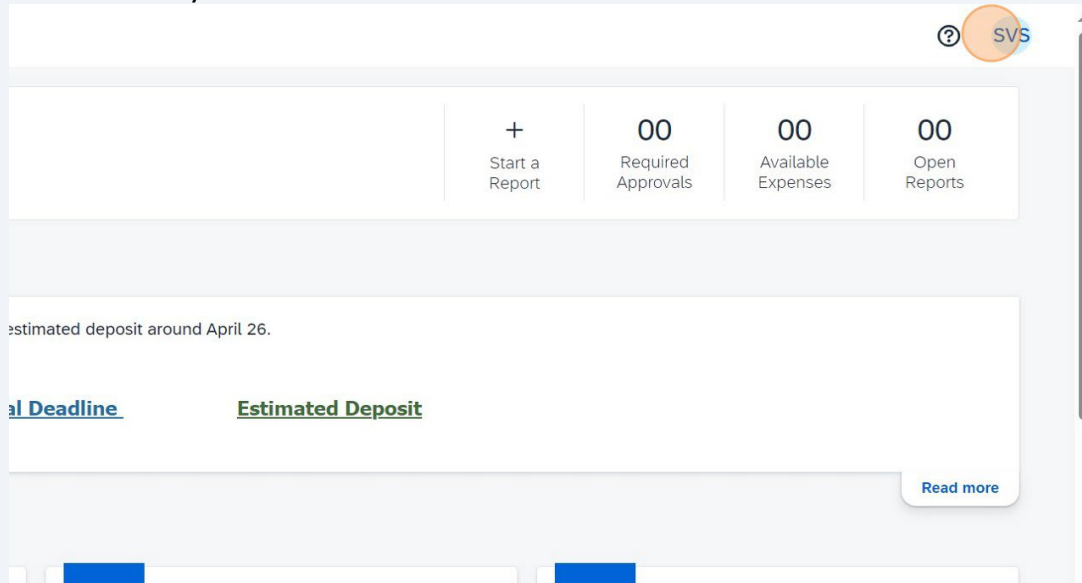
3   Click "Profile Settings"

⑦   SVS

Sarah Van Solkema

⤭ Act as Another User   ⌄

⚙ Profile Settings

⏻ Sign Out

+
Start
Repo...

estimated deposit around April 26.

al Deadline   **Estimated Deposit**

Read more

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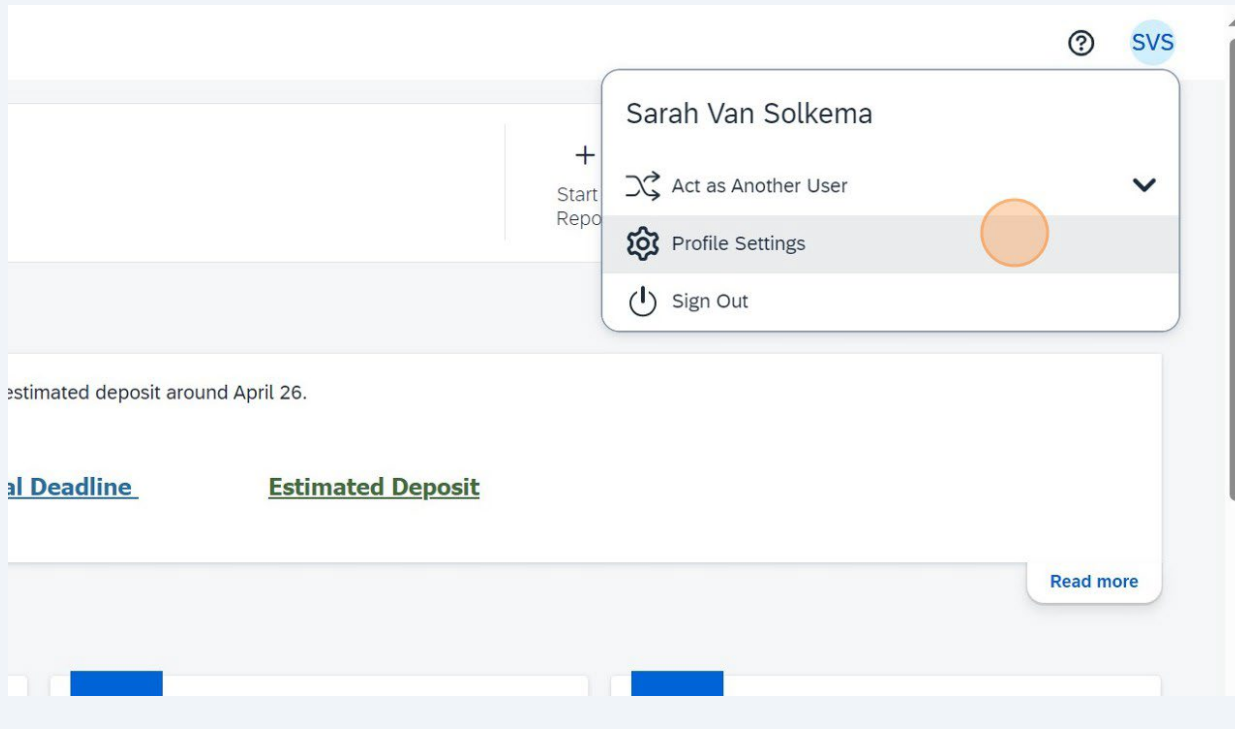
4   Click "Bank Information"

SAP Concur   Profile ⌄

Profile   Personal Information   Change Password   System Settings   Concur Mobile Registration

Your Information

Personal Information
Company Information
Contact Information
Email Addresses

Expense Settings

Expense Information
Bank Information
Expense Delegates
Expense Preferences
Expense Approvers
Vehicle Configuration
Favorite Attendees
Expense Credit Cards

Other Settings

System Settings

Profile Options

Select one of the following to customize your user profile.

Personal Information
Personal Information

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.

System Settings
Which time zone are you in? Do
hour clock? When does your wor

Expense Delegates
Delegates are employees who a
behalf of other employees.

Vehicle Configuration
Vehicle Configuration

Concur Mobile Registratio
Set up access to Concur on you

Please enter information in all of the fields below

Once you have entered all the required information, click Save.

The status will change to Confirmed and the Re-type Bank Account Number will disappear as it has been confirmed.

Bank Information

Bank Country/Region	**Bank Currency**
UNITED STATES	US, Dollar
Routing Number	**Bank Account Number**	**Re-Type Bank Account Number**
Bank Name	**Branch Location**	**Account Type**
Status	Active
Confirmed	Yes
Personal Address Line 1	**Personal Address Line 2**
City	**State**	**ZIP Code**
I	

Save ☑ I authorize the use requirement below

Your banking information is now saved, and nothing further is needed.