

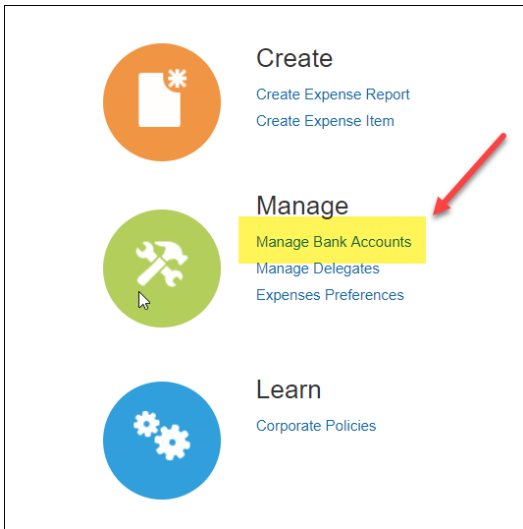
Add Bank Account Information for Reimbursement

This process adds a bank account for all expense reimbursements to be deposited into.

Process Step & Description	Action
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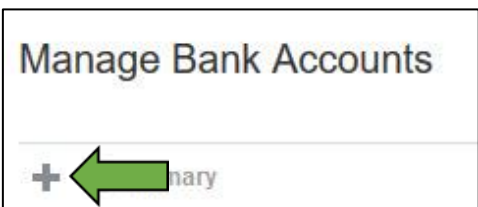
1.1 Go to the Expense Report workbench and Manage Bank Accounts


- Steps when accessing the EXPENSES area for the **first time**:
- Navigation Path: Me → Expenses → Manage Bank Accounts



TIP: if you do not see this link, go to the Tasks Icon on the right and choose Manage Bank Accounts

1.2 Add a new bank account



Click  to add a new bank account and fill in required information

***Required Field – only fill in these 4 fields**

By clicking the Info button next to Routing number, you can View where on the check you find the routing number.

Create Bank Account ✕

* Country

* Account Number

* Account Type

Check Digit

Account Holder

Secondary Account Reference

Bank

Bank Branch

* Routing Number i

BIC Code

1.3 Verify Primary Account

NOTE: if your **Routing number** is not accepted, please notify Accounts Payable at ap@gmhec.org

When completed:



The check mark indicates your primary account – this is where your reimbursement will be deposited. Newly added accounts are automatically selected as primary.

1.4 Making changes, adding additional bank info

- Steps when you have **previously** accessed the Expense Area (the path is a little different)

Navigation Path: Me → Expenses → Expense Reports – click on Travel And Expenses link to get to the main page

Click on the **Tasks** icon and then “Manage Bank Accounts”



From here you can make changes to your previous entry, or add additional entries using the (+) icon.

You are all set to receive your expense reimbursements by Direct Deposit!