Direct Deposit Setup

This guide will cover:

- Setting up your direct deposit information for reimbursements and cash advances.

**Note:** If you have delegated submission of your expense report, the delegate will not be able to view or edit your direct deposit information.

**Step One**

- Upon signing in, this home page will display. Click on the **Navigator button** (the three horizontal lines) in the top left corner:

  - From the **Navigator > About Me > Expenses**.

  - The **Travel and Expenses** page will display.

  - There are two possibilities of how your main Travel and Expenses screen may display. In both cases, select the **Manage Bank Accounts**.
- Travel and Expenses page, option one:

- Travel and Expenses page, option two. In this view, select the Task icon on the right side of the screen then Manage Bank Accounts.
Step Two

- Select the plus sign (+) to add a bank account for your direct deposit.

- A Create Bank Account window displays.
- Complete the following fields:
  - **Country** – defaults to United States
  - **Account Number** – enter your bank account number
  - **Account Type** – select one from the drop down (Checking, Money market, Saving)
  - **Account Holder** – this defaults to your login name
  - **Bank** – Enter the financial institution name
  - **Bank Branch** – enter the location of the financial institution
  - **Routing Transit Number** – enter the routing number for your financial institution
  - **Active** – check this box make this an active direct deposit account

- Click **Save and Close**.
The newly created direct deposit bank account is listed on the Manage Bank Accounts page.

Click Done.

You have now completed the steps to Setup Direct Deposit.