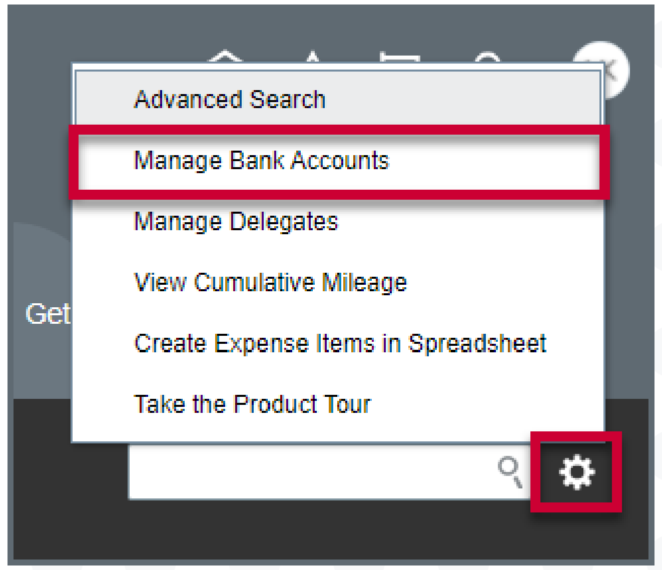
Bank Account Set Up

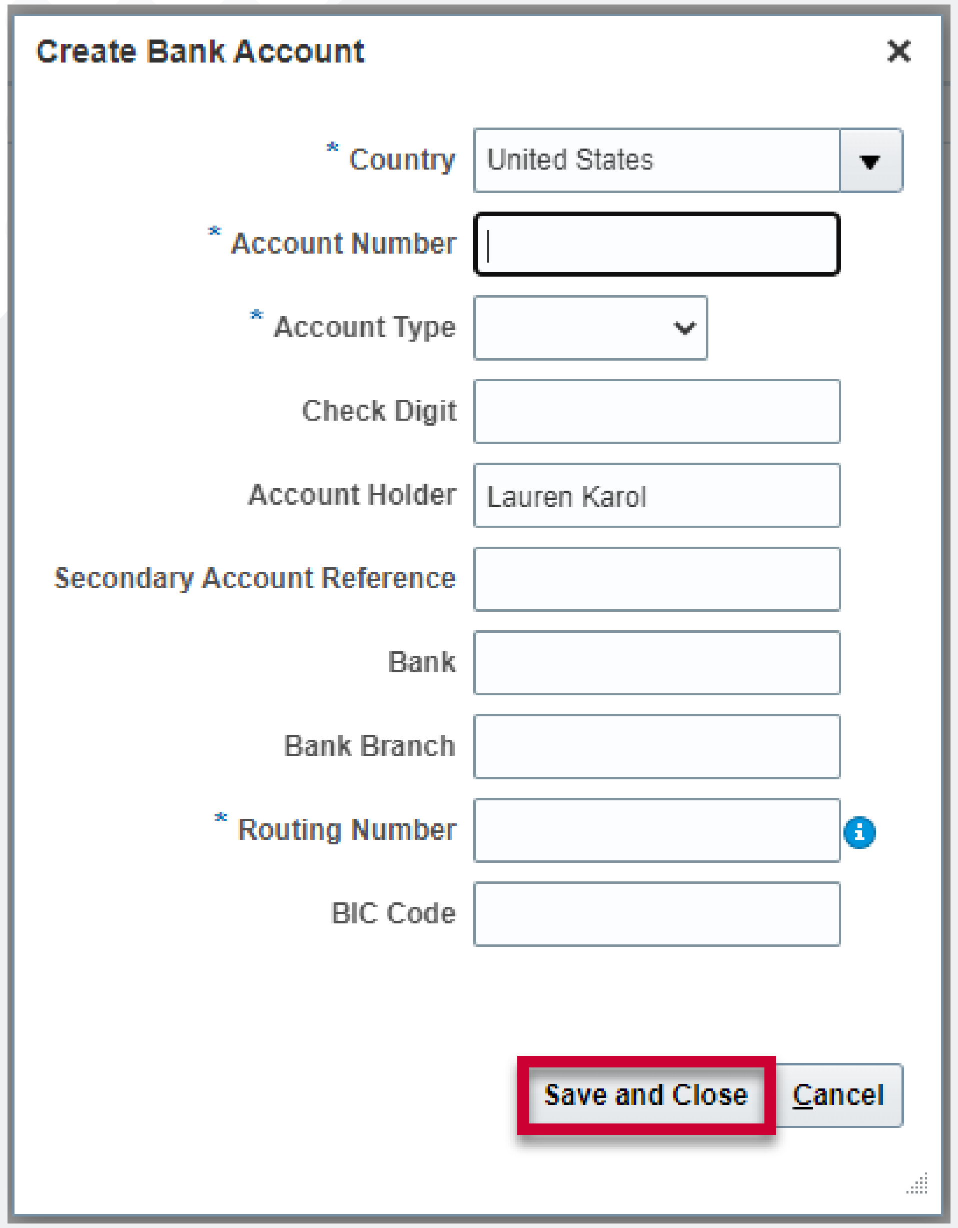
When accessing Expense Management for the first time, you will want to set up your bank account so that you can receive your reimbursements via direct deposit.

- **In the Expense Management tile, click on the *gear icon* in the top right hand corner then *'Manage Bank Accounts'* to input your baking info.**



- **Click the *'+'* icon on the left to add a Bank Account. *Note: Bank Accounts can only be set up by the employee.***

- **Enter the required fields along with the bank and branch then click *'Save and Close'*. The account should be identified as the Primary account.**



This site is NOT the same as direct deposit for your paycheck!

Note:* *You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement. Bank information is completely secure and not visible to other users of the system.