# Activating Direct Deposit

Expense Pay is the Electronic Funds Transfer (EFT) feature that allows you to authorize direct deposits to your personal bank account for cash advances and reimbursement of your out-of-pocket travel and expense transactions.

1. To access your banking information, from the **SAP Concur** home page, click **Profile icon**, and then click **Profile Settings**.
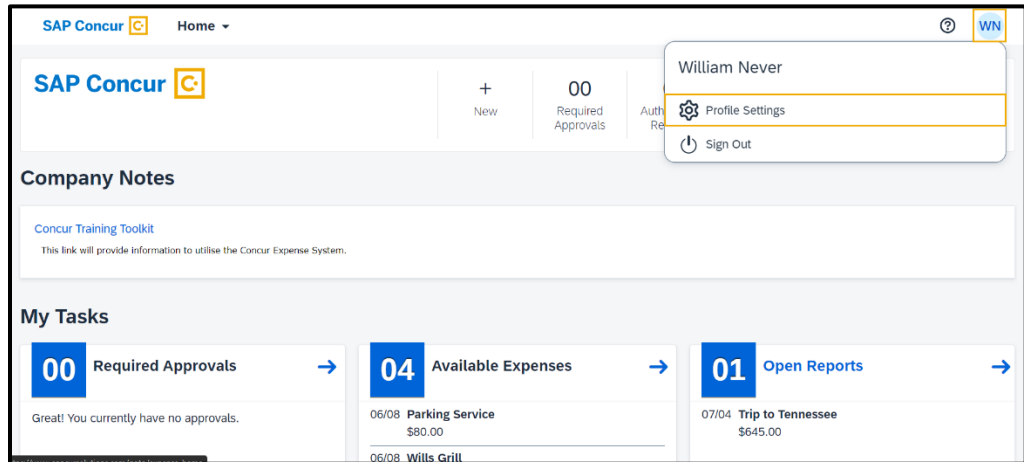
2. On the **Profile Options** page, in the **Expense Settings** section, select **Bank Information**.
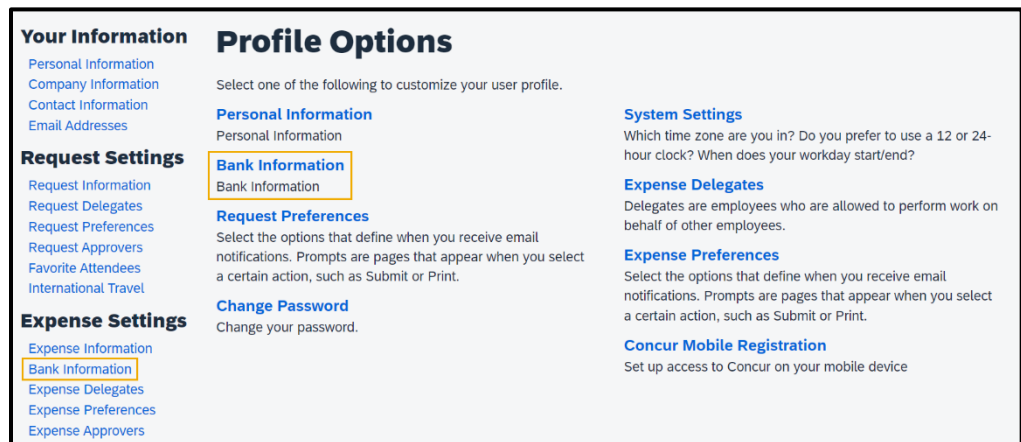
3. On the **Bank Information** page, complete the required and optional fields as defined by your company. Required fields are indicated with a red bar.
4. Scroll down to view a sample check if you need help locating your routing and bank account numbers.

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
		Checking ⌄
Status	Active	
	Yes ⌄	
Personal Address Line 1	Personal Address Line 2	
City	State	ZIP Code

Save And Authorize

Your Bank Routing Number and Bank Account Number can be found at the bottom of your personal checks.

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.

John Q. Public
1358 Main St.
Sometown, OH 98765

_____, 20__   1001

Pay to the order of_____

_____ Dollars ☐

**Bank of Sometown**

⑆ 234123987 ⑆   001234567891 ⑈· 1001

Bank Routing Number   **Bank Account Number**   **Check Number (Do not use)**

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

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

5. Scroll back up and enter your bank account information in the form. When you have completed the necessary fields, select **Save and Authorize**, and then select **OK**.

6. After your employee bank record is saved, check your bank account for the penny deposit amounts that were sent to your bank account, and then verify them on the **Bank Information** page.

Once the amounts are verified, the **Status** displays **Confirmed**, and you will start receiving your direct deposit funds.

Last updated: 27 September 2023