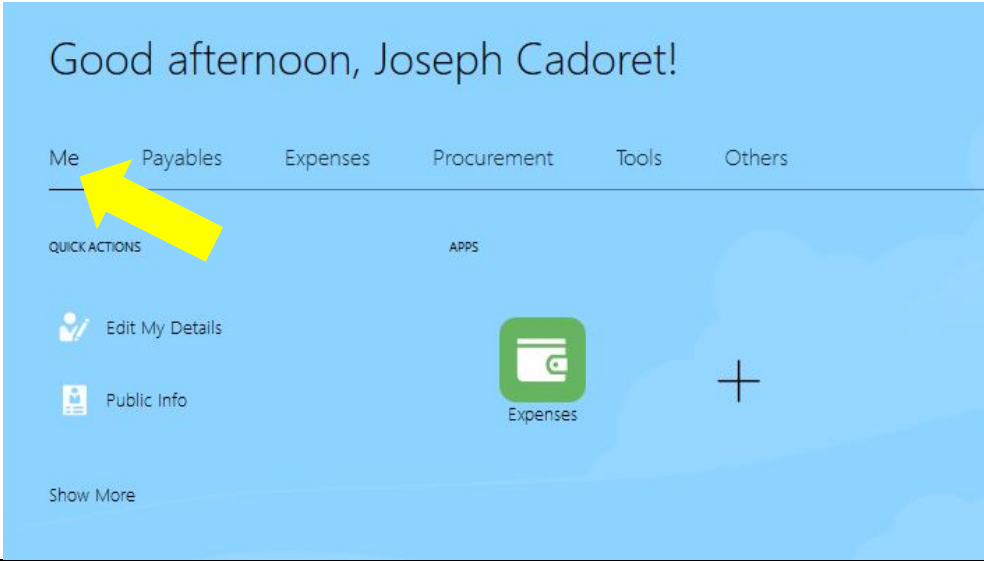







## Add Bank Account Information for Reimbursement

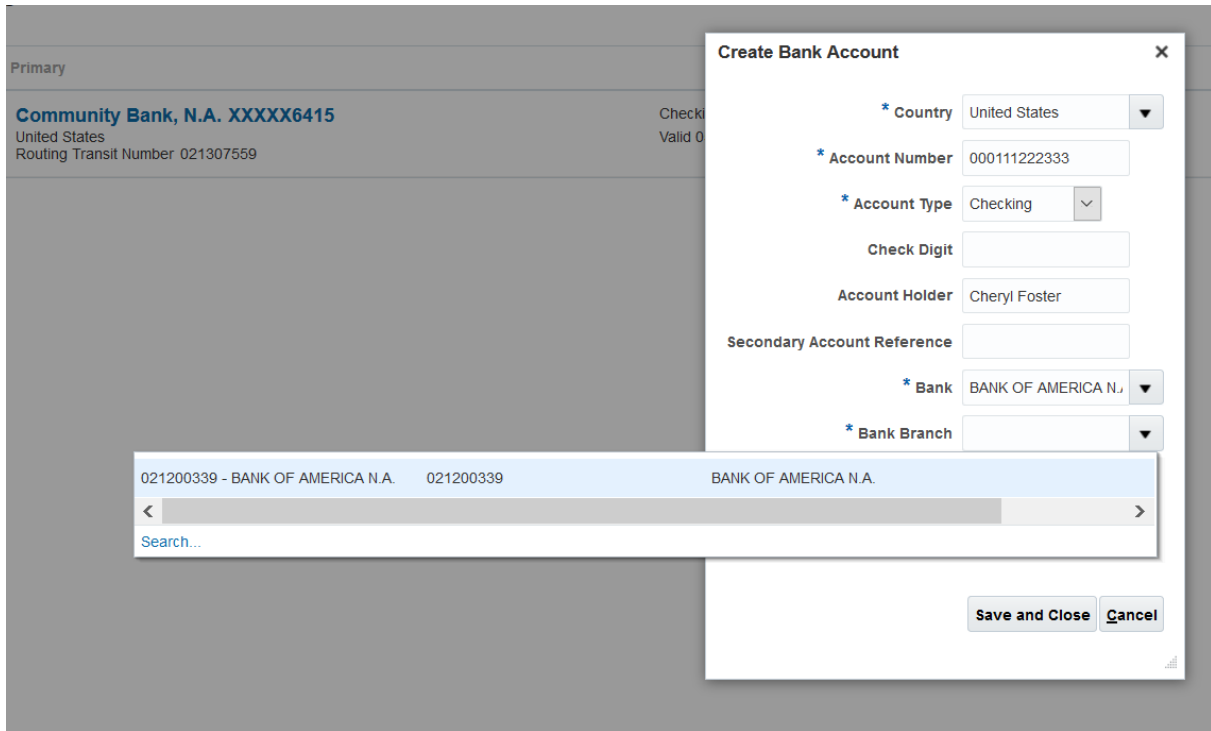
This process adds personal bank account information to Oracle for direct deposit of expense reports.

For further assistance contact GMHEC Accounts Payable:

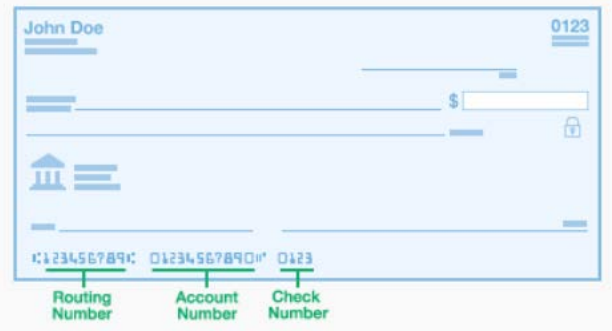
- [ap@gmhec.org](mailto:ap@gmhec.org)
- 802-443-2321 M-F 8:15 am to 5:00 pm

Process Step & Description	Action
<p><b>1.1</b> Navigate to <b>Expenses</b> in the <b>Me</b> module</p>	<p>Navigation Path: Me → Expenses → Manage Bank Accounts</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>From the Oracle home page, click on the  <b>Expenses</b> icon in the <b>Me</b> module.</p> </div> </div>
<p><b>1.2</b> Click on <b>Manage Bank Accounts</b></p>	<p>Click on the <b>Gear</b> icon on the upper right side of the screen  and choose <u>Manage Bank Accounts</u>.</p>
<p><b>1.3</b> Add a new bank account</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>Manage Bank Accounts</b></p> <hr/> <p style="text-align: center;">   Primary         </p> </div> <p>Click  to add a new bank account, then fill in required information in the pop-up window.</p> <p style="color: red;">Fill in the six required fields as indicated by asterisks.</p>

After typing in your Bank name, the Bank Branch will have a dropdown list to choose from. Choose the bank branch with your routing number.



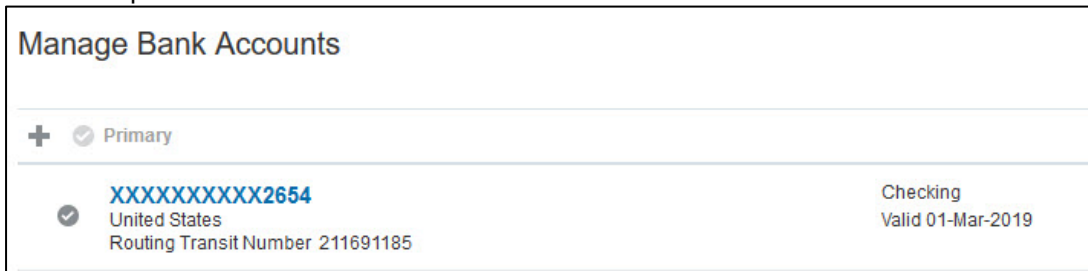
Unsure which is your account number and which is your routing number? Follow the diagram on the right.



**NOTE:** if your **Routing number** is not accepted, please notify Accounts Payable at [ap@gmhec.org](mailto:ap@gmhec.org). Oracle will not allow you to proceed until your financial institution's routing number is added to the system.

When completed:

**1.4 Verify Primary Account**



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