# 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
- 802-443-2321 M-F 8:15 am to 5:00 pm

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td><strong>1.1 Navigate to Expenses</strong> in the Me module</td>
<td>From the Oracle home page, click on the <strong>Expenses</strong> icon in the Me module.</td>
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<tr>
<td><strong>1.2 Click on Manage Bank Accounts</strong></td>
<td>Click on the <strong>Gear</strong> icon on the upper right side of the screen and choose <strong>Manage Bank Accounts</strong>.</td>
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<tr>
<td><strong>1.3 Add a new bank account</strong></td>
<td>Click <strong>+</strong> to add a new bank account, then fill in required information in the pop-up window. <strong>Fill in the six required fields as indicated by asterisks.</strong></td>
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</tbody>
</table>
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 you are having trouble locating your correct routing number and bank name combination, please refer to the bank name lookup sheet linked here.

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

Oracle will not allow you to proceed until your financial institution’s routing number is added to the system.

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.