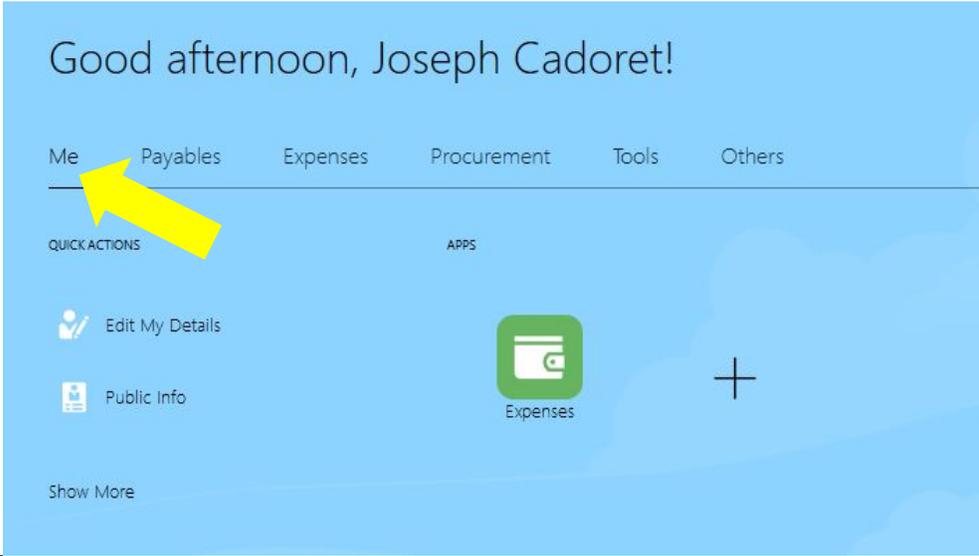
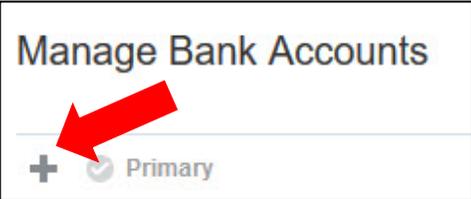


## Add Bank Account Information for Reimbursement

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>  <p>From the Oracle home page, click on the <b>Expenses</b> icon in the Me module.</p>
<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>	 <p>Click  to add a new bank account, then fill in required information in the pop-up window.</p> <p><b>Fill in the six required fields as indicated by asterisks.</b></p>

