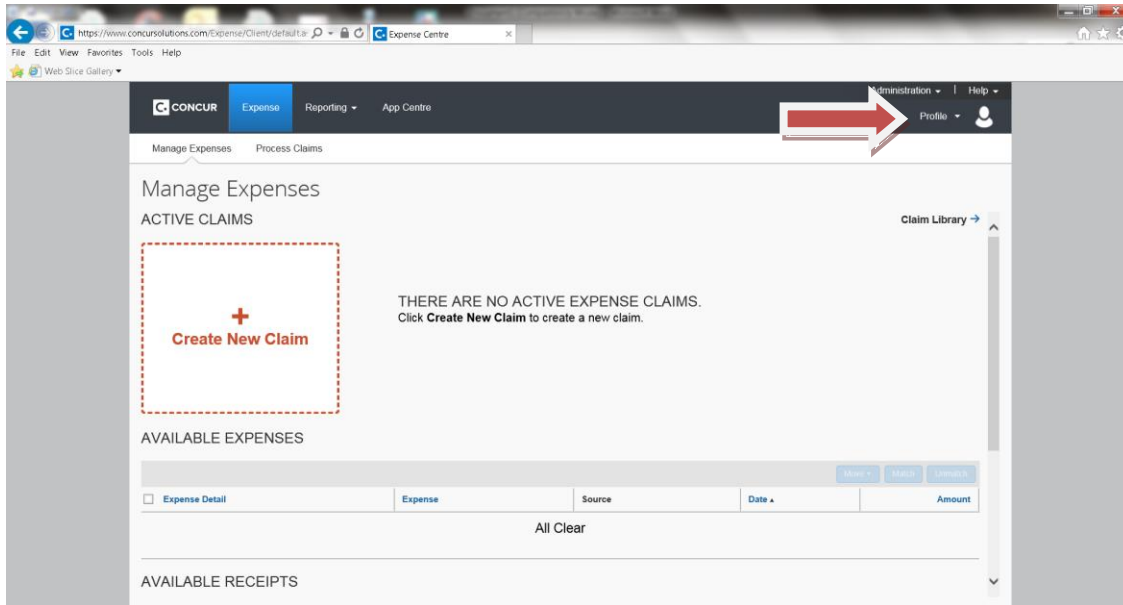


## SETTING UP BANKING INFORMATION IN CONCUR

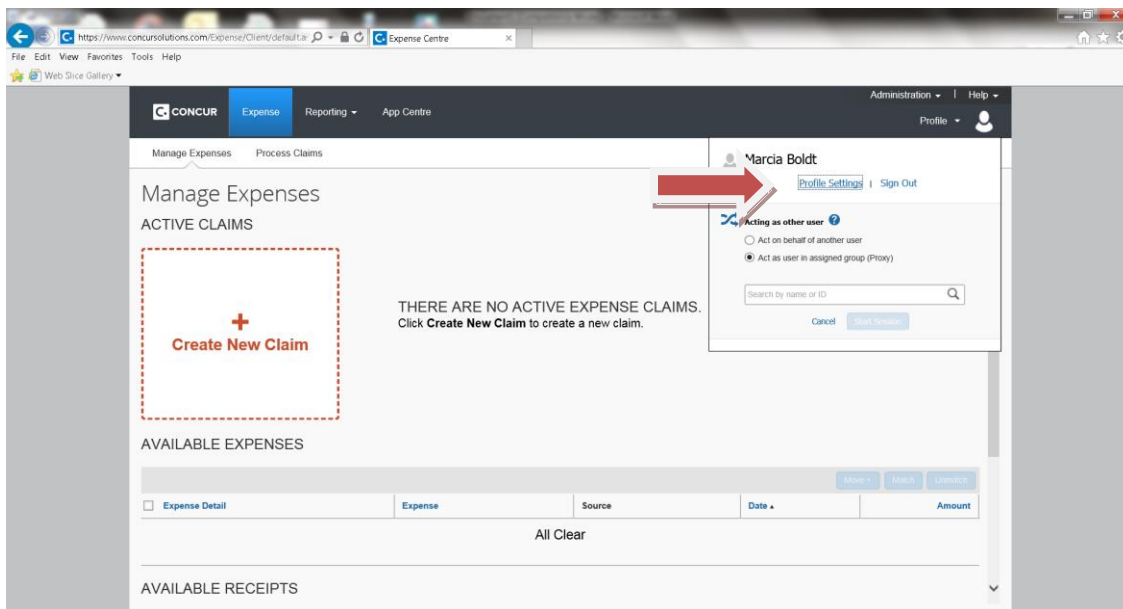
In order to set up your banking information in Concur you will need to logon using the online version. This feature is not available through the mobile application.

Concur can be accessed by going to [www.concur.com](http://www.concur.com). If you are not sure what your login and password is for Concur please contact [hrsupport@jjei.com](mailto:hrsupport@jjei.com).

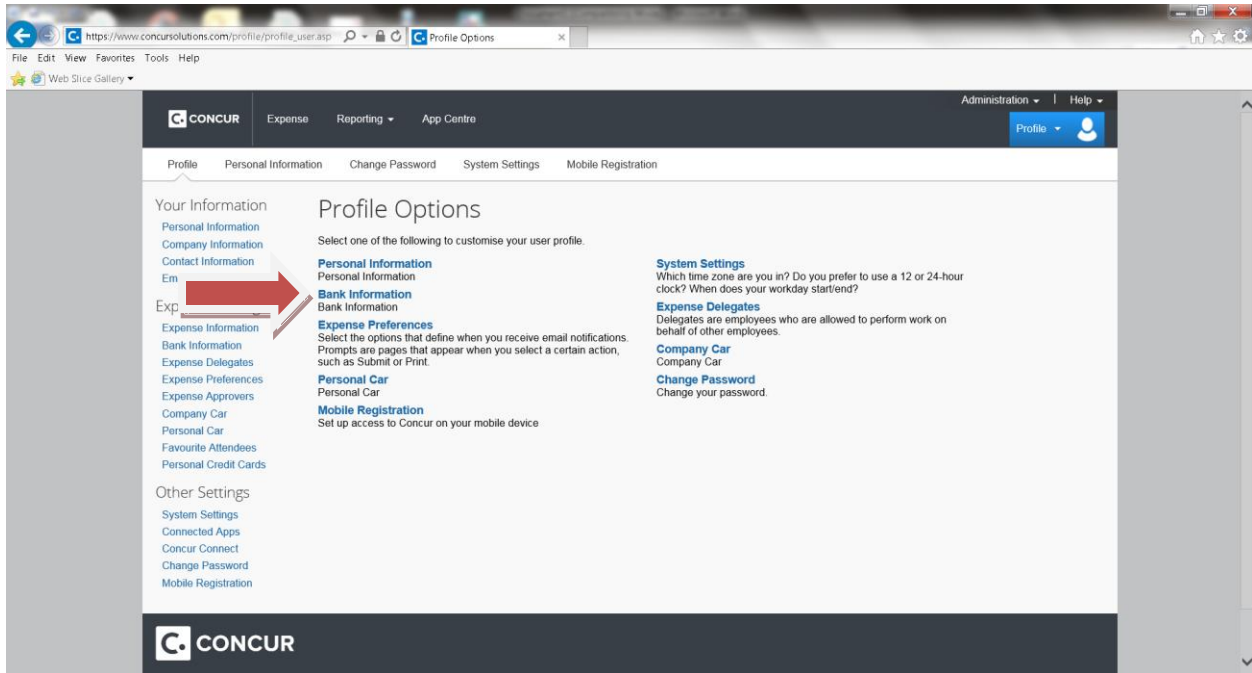
Once logged in, click on the arrow for your "Profile".



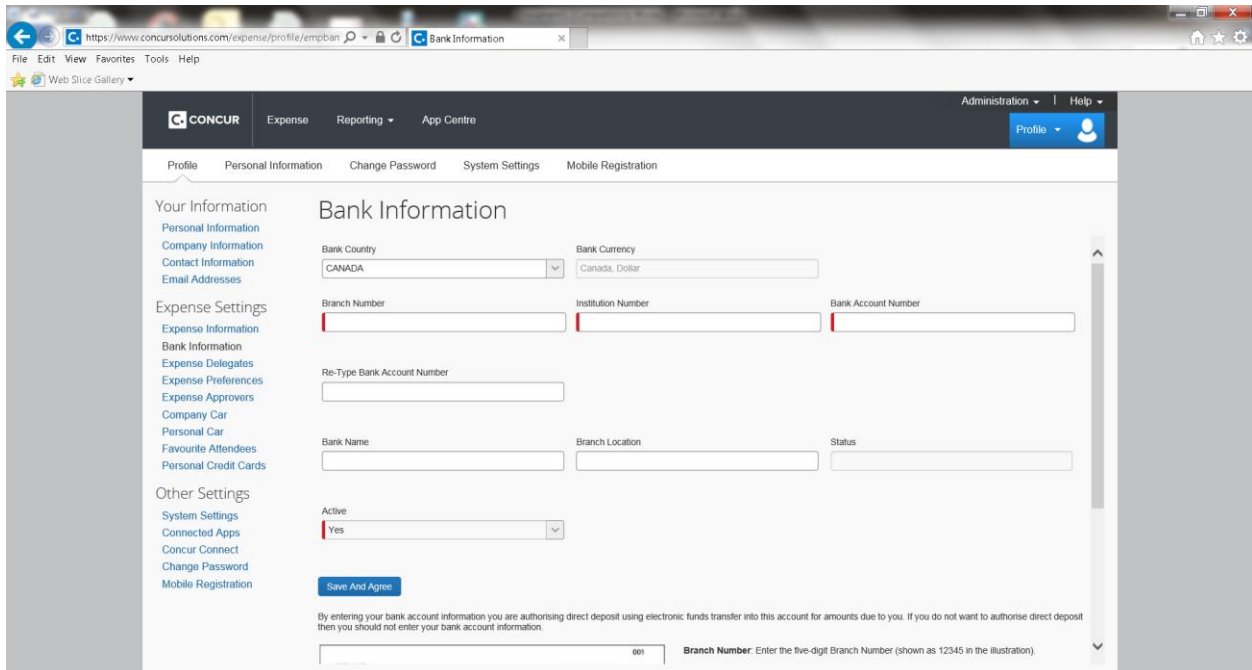
It will bring up the following screen:



Click on "Profile Settings"



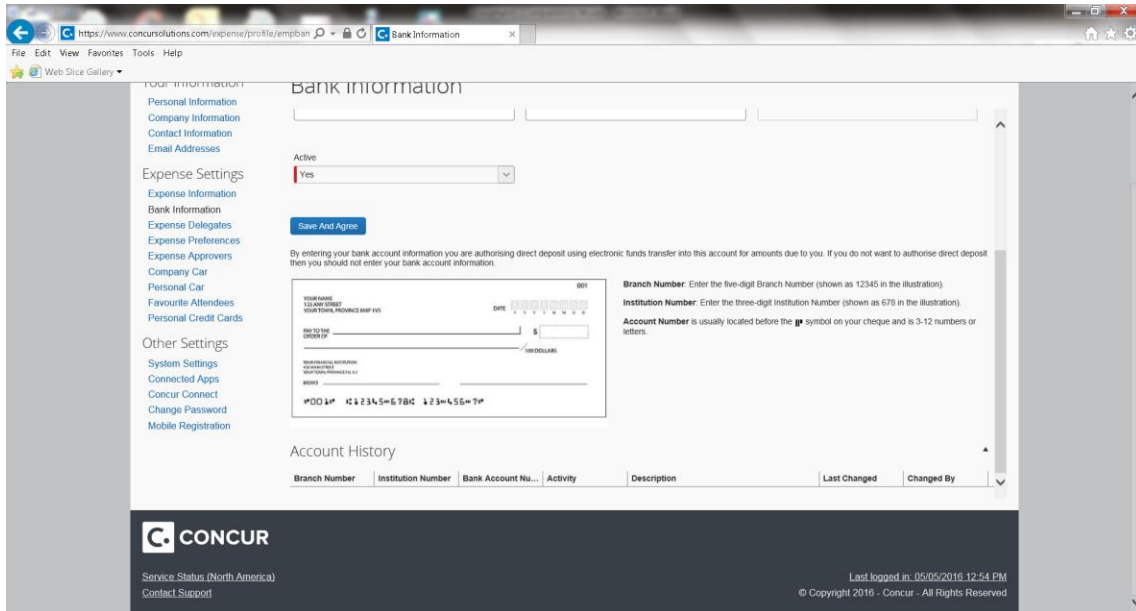
Click on "Bank Information"



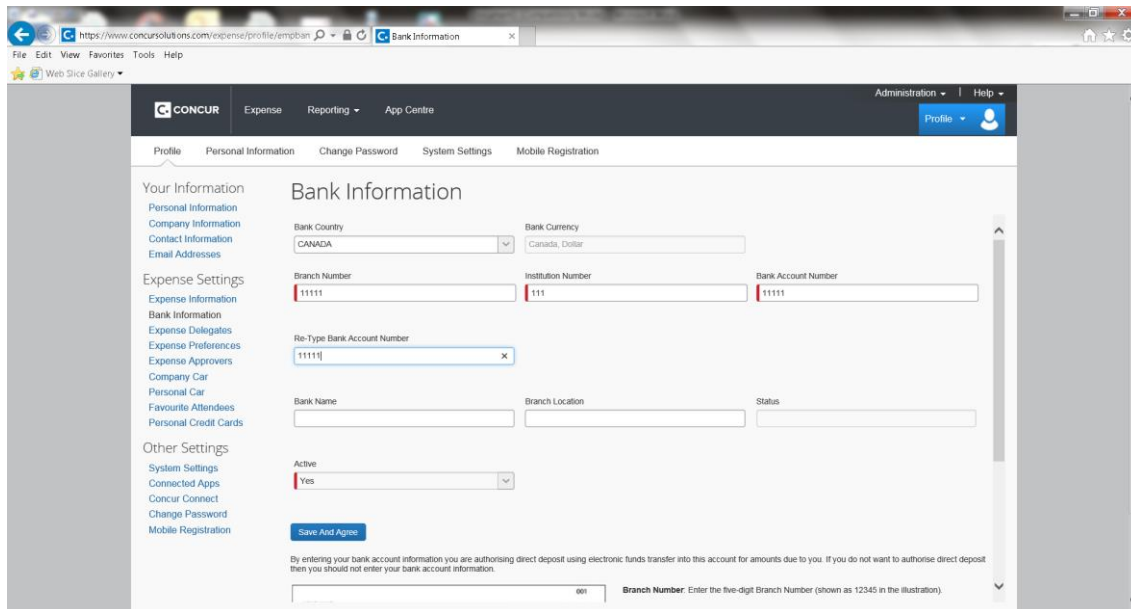
Once you are at this screen you will need to enter the following information into the appropriate fields:

- Branch Number – 5 digit code
- Institution Number – 3 digit code
- Bank Account Number

If you are not sure if your banking information, Concur provides a cheque example to illustrate where you will find this information on one of your personal cheques. The account number in the example would be “1234567”.



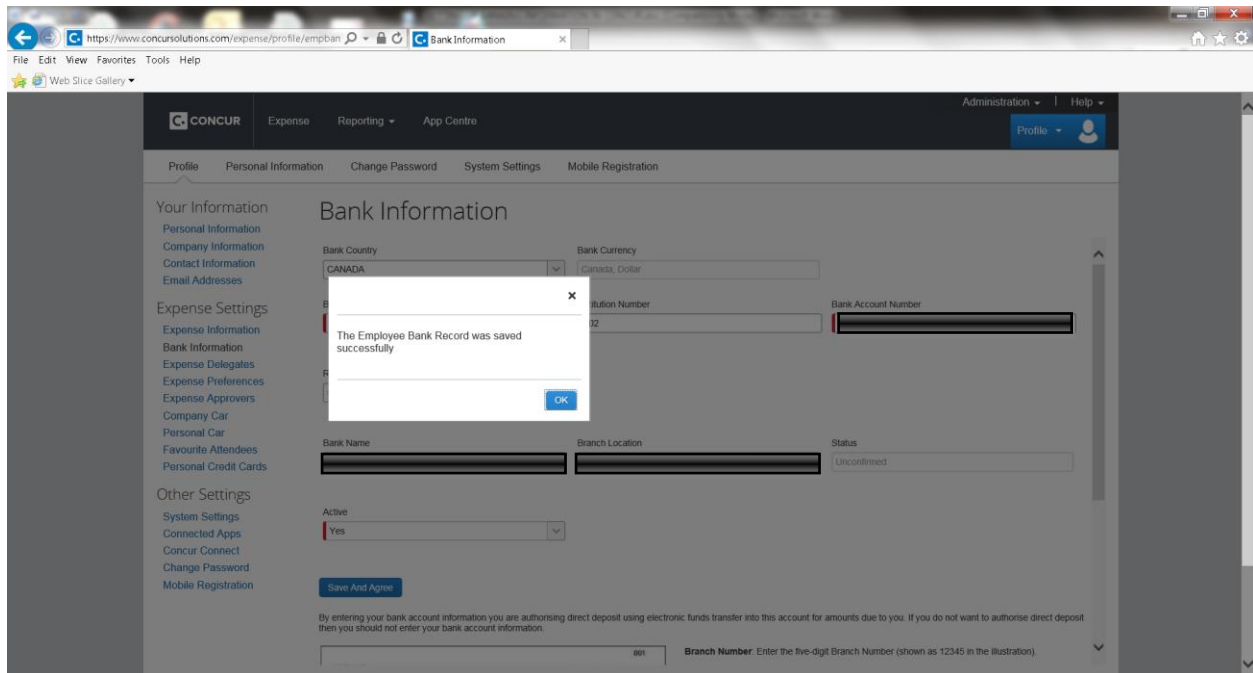
Your bank account will need to be re-entered into the “Re-type Bank Account Number” field.



Enter your Bank Name and Branch Location in the appropriate fields.

Once all of your banking information has been entered into Concur, click on “Save and Agree”.

The following message will appear letting you know that Concur has saved the bank information into your profile.



Click “OK” and log out of Concur.