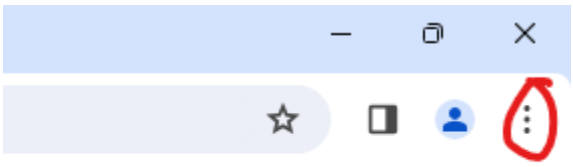
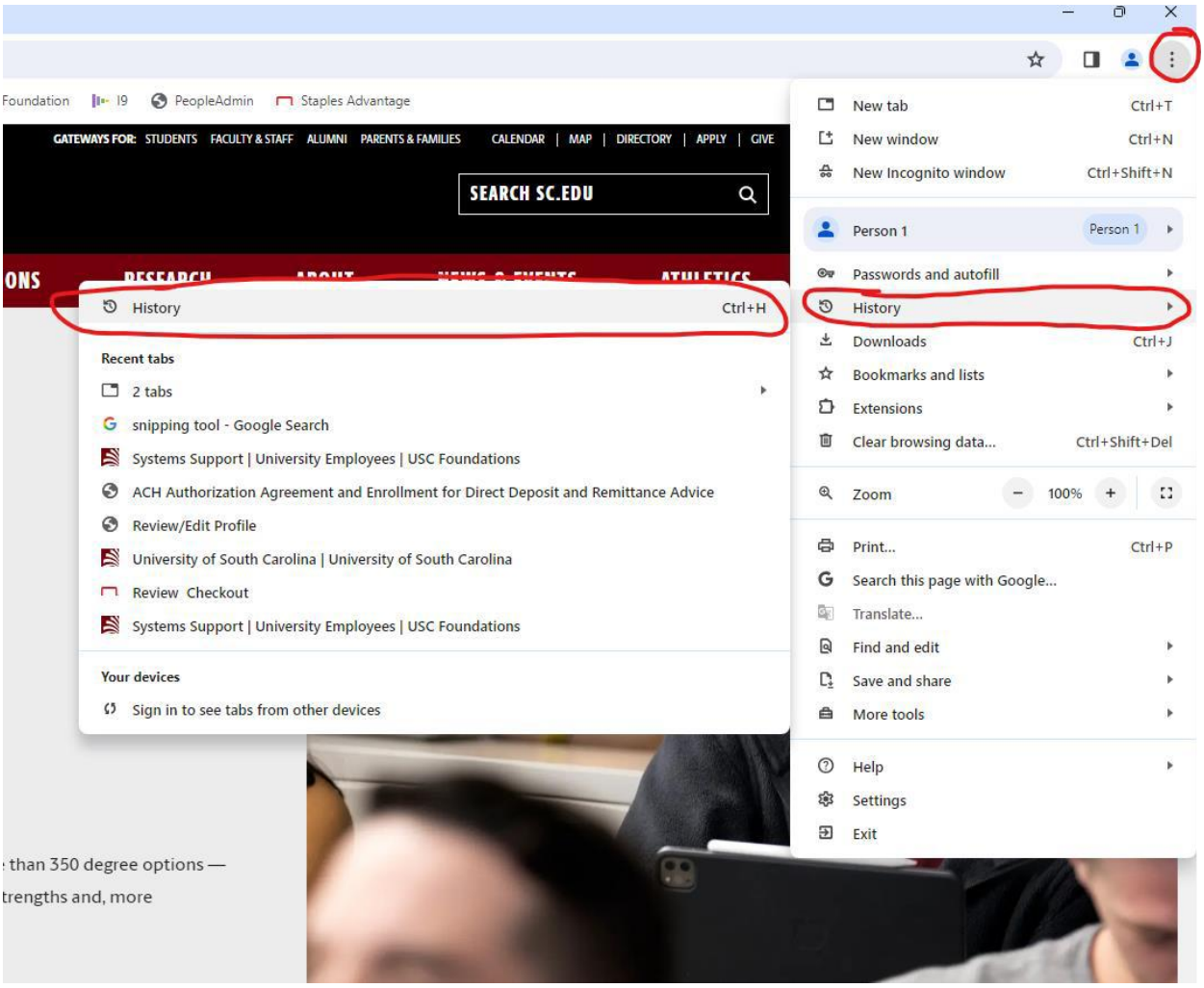
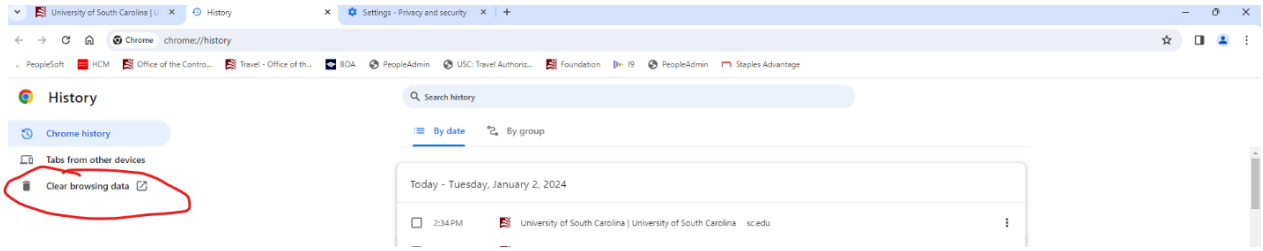
HOW TO ENTER BANK INFORMATION TO RECEIVE REIMBURSEMENTS

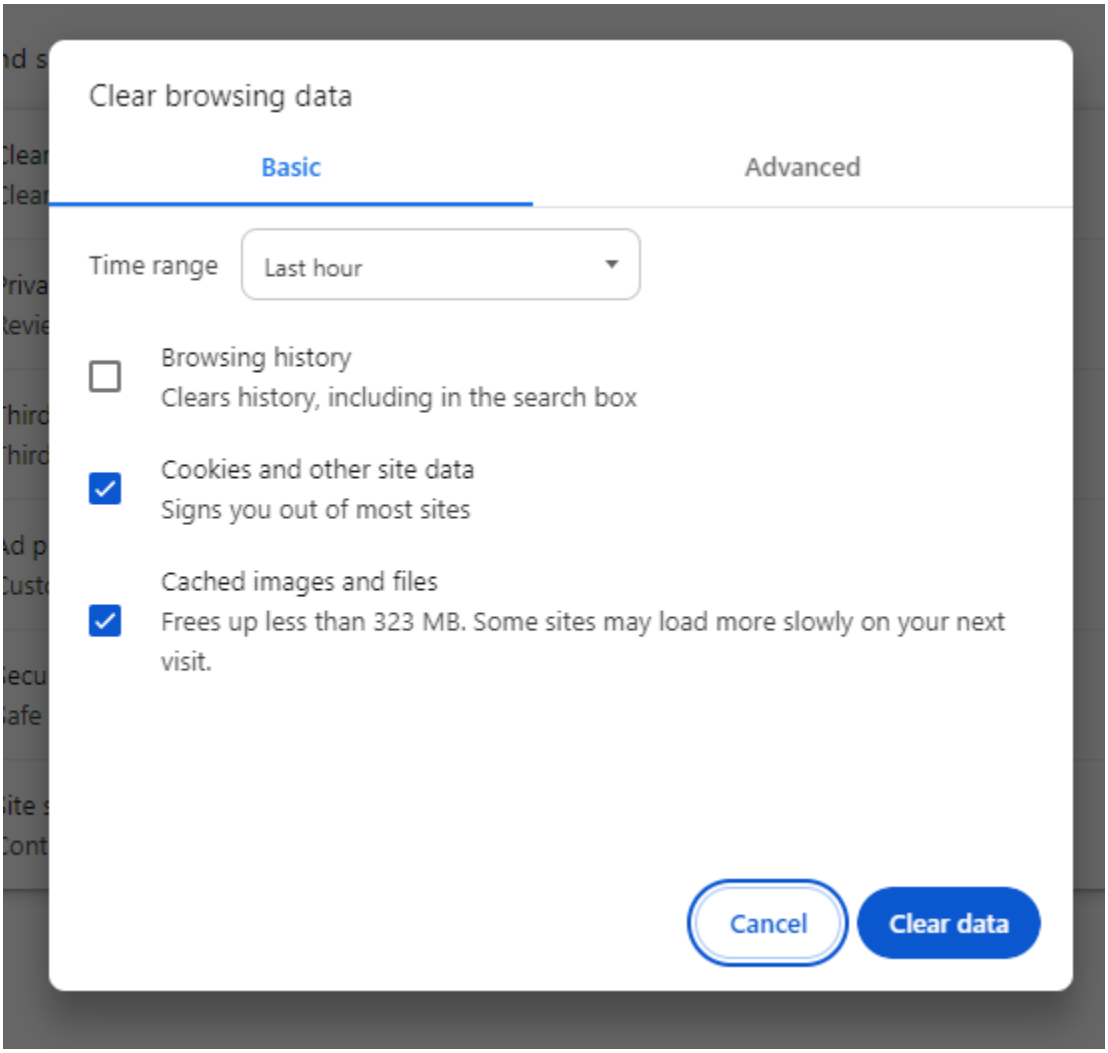
1. Close all browsers and open a new browser window
2. Navigate to the History tab in your browser menu to clear your browser cache







3. Make sure your clear browsing data options matches the example



4. Hit “Clear Data”
5. Close your browser and open another.
6. Copy and paste this link in your browser: https://finance.ps.sc.edu/
7. Enter your university username and password like normal
8. At the top left of the page will be a drop down menu labeled “Main Menu”. Drop this menu and select “Employee Self-Service” > “Travel and Expenses” > “Review/Edit Profile”

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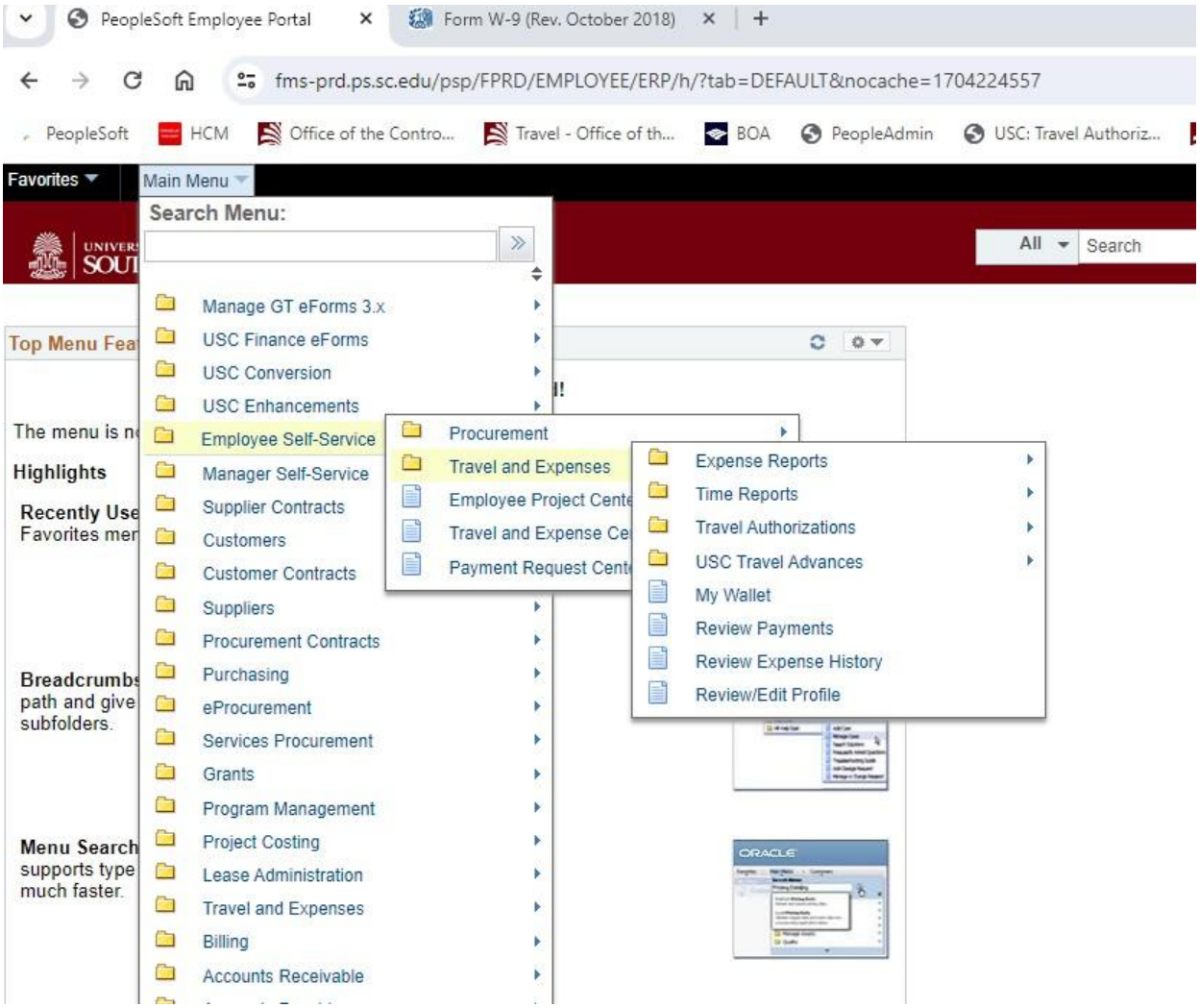
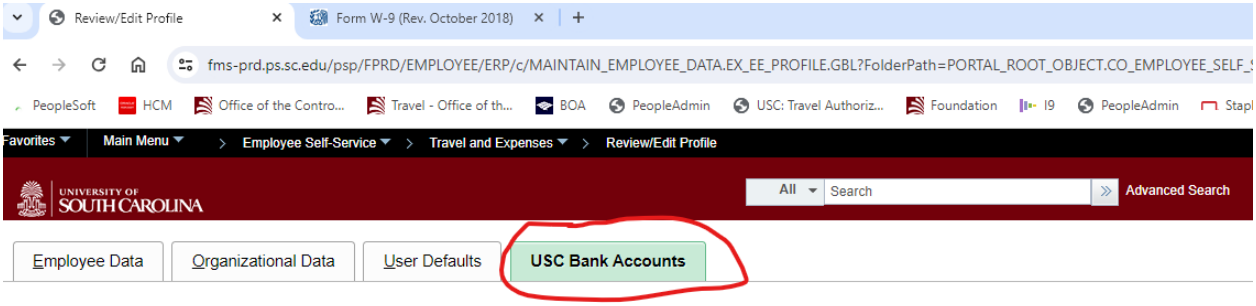


9. Select the tab labeled “USC Bank Accounts”



10. Enter the bank account where you wish to receive reimbursements as direct deposits
11. Click “Save”

It will take a few days for the University to review and add you into the system to receive reimbursements.