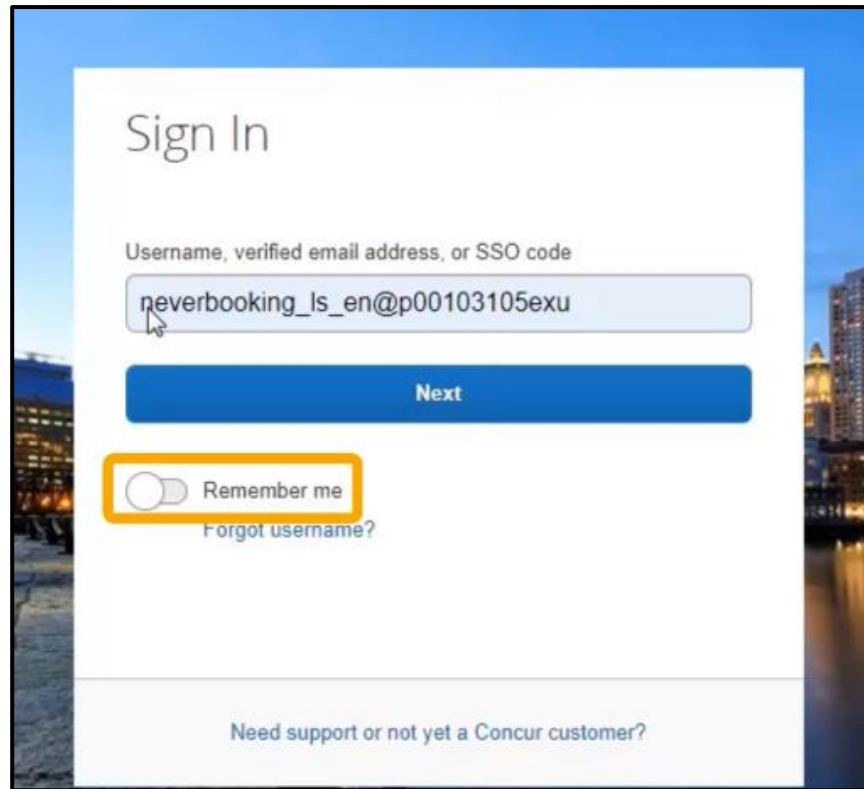


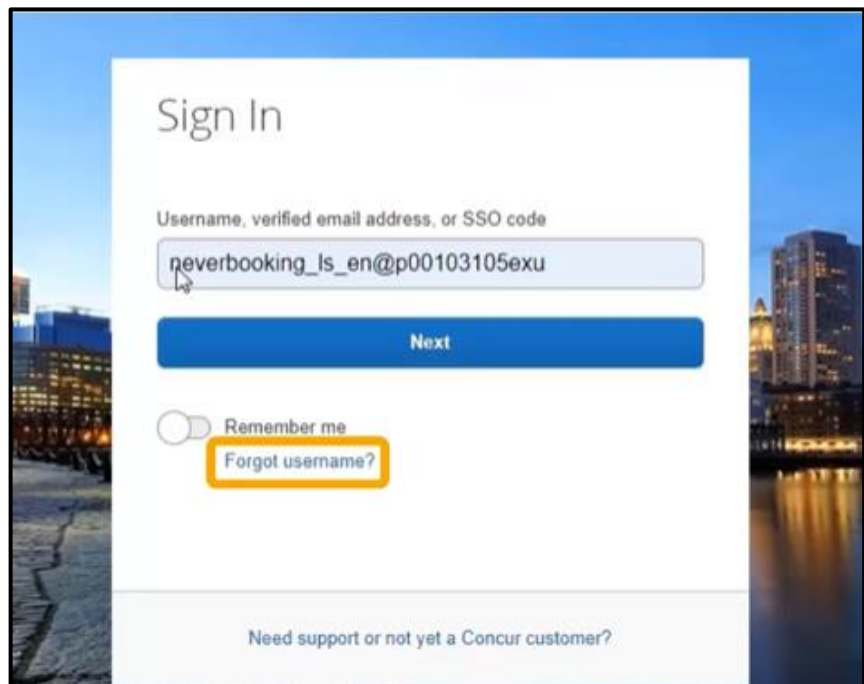
# Logging on to SAP Concur

1. To log on to SAP Concur, on the **Sign In** screen, enter your **Username, email address, or SSO code** as directed by your company.

You can slide the **Remember Me** toggle button to store your password, so you don't have to enter it the next time you sign into SAP Concur from this device.



2. If you have forgotten your Username, select the **Forgot username?** link.
3. To continue signing in, select **Next**.



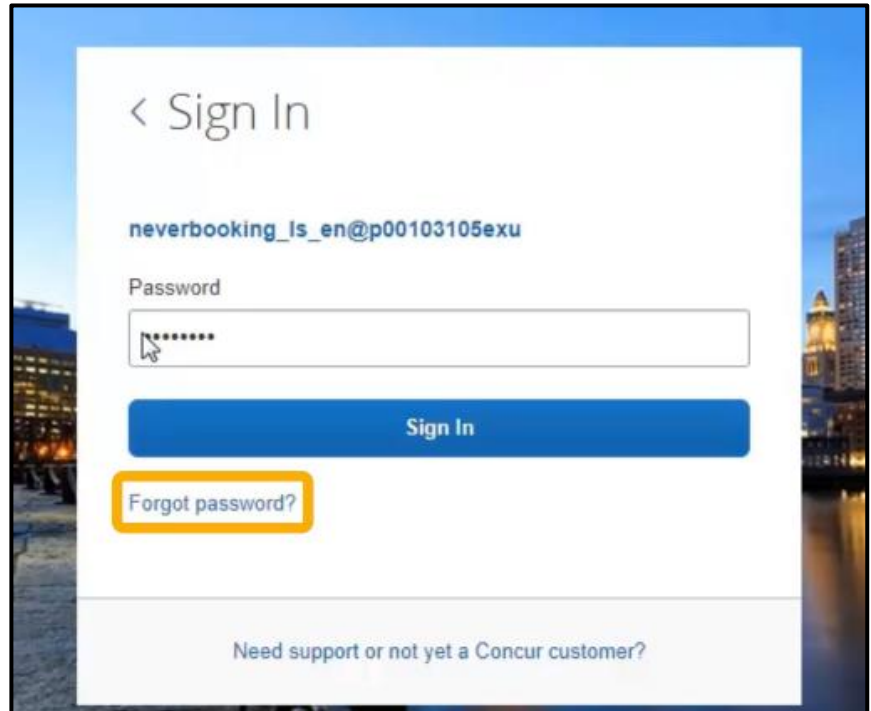
#### 4. Enter your Password.

If this is your initial log in to SAP Concur, you will enter the temporary password that was provided to you.

**Note:** Your password is case sensitive.

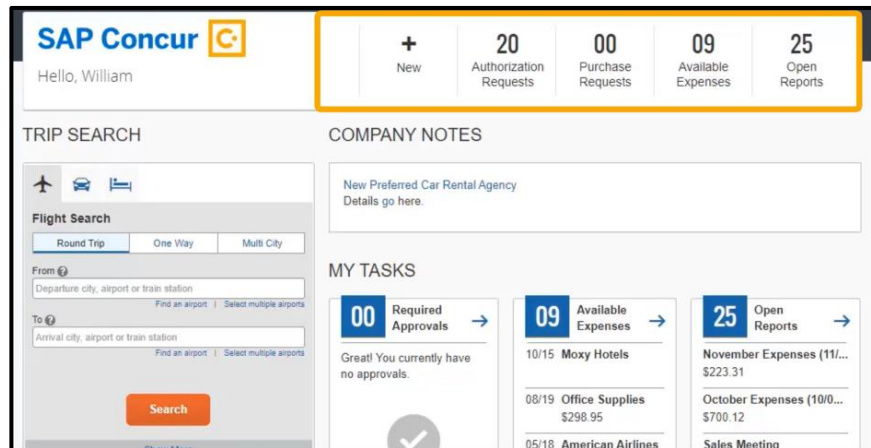
If you have forgotten your password, select the **Forgot password?** link.

#### 5. After you enter your password, select **Sign In**.



The image shows the SAP Concur Sign In page. At the top, there is a back arrow and the text "< Sign In". Below this, the email address "neverbooking\_ls\_en@p00103105exu" is displayed. Under the email, there is a "Password" label and a password input field with a cursor. Below the password field is a blue "Sign In" button. To the left of the "Sign In" button is a link labeled "Forgot password?" which is highlighted with a yellow box. At the bottom of the page, there is a link that says "Need support or not yet a Concur customer?".

On the **SAP Concur** home page, you will find the tools that you need to book a trip and manage your expenses. Use the **Quick Task** bar at the top of the screen to quickly view and act on tasks.



The image shows the SAP Concur home page. At the top, there is a header with the SAP Concur logo and the text "Hello, William". To the right of the header is a "Quick Task" bar with five items: a plus sign for "New", "20 Authorization Requests", "00 Purchase Requests", "09 Available Expenses", and "25 Open Reports". Below the header, there are three main sections: "TRIP SEARCH", "COMPANY NOTES", and "MY TASKS". The "TRIP SEARCH" section has a "Flight Search" form with "Round Trip", "One Way", and "Multi City" tabs. The "COMPANY NOTES" section has a note about a "New Preferred Car Rental Agency". The "MY TASKS" section has three task cards: "00 Required Approvals" (with a message "Great! You currently have no approvals."), "09 Available Expenses" (with a list of expenses including "10/15 Moxy Hotels \$223.31", "08/19 Office Supplies \$298.95", and "05/18 American Airlines"), and "25 Open Reports" (with a list of reports including "November Expenses (11/... \$223.31", "October Expenses (10/0... \$700.12", and "Sales Meeting").