SAP Concur Login and Profile Setup Instructions

SETTING UP A PROFILE
2. Enter credentials.
   - Username: Your first initial, last name and hlc@hlcommission.org. For example: jsmithhlc@hlcommission.org
   - Password (case-sensitive): Welcome1!
3. Change your password as prompted.

ADJUST PROFILE SETTINGS
1. Select Profile in the top righthand corner.
2. Select Profile Settings
3. Within the Your Information lefthand menu, select Email Addresses and provide the required information.
4. Under the Expense Settings lefthand menu, select Bank Information and provide the required information.

EMAIL ADDRESS VERIFICATION
1. The Preferred Email field has been prepopulated. Select Verify and an email will be sent to the email address listed.
2. Follow the instructions within the pop-up box and the email.
3. Add any additional email addresses you would like to use to receive receipts.
   - Follow the steps above to verify those email addresses.
4. If your email verification is successful, the following display will appear:
BANK ACCOUNT SETUP

Note: All reimbursements will be made directly to an individual’s bank account for expedited payment. For the first reimbursement through SAP Concur, please allow up to four business days for your bank information to be verified.

1. Enter all bank information in the fields provided.
   • Note: All fields marked in red are required fields. They must be completed to continue.

2. Check the box providing authorization of the use requirements. See image below.

Note: If you do not prefer direct deposit, please continue to complete the Travel and Expense Reimbursement form. SAP Concur Expense will only accept direct deposit as its form of reimbursement. Submitting expense reports through SAP Concur is optional.

Please contact finance@hlcommission.org with questions.