



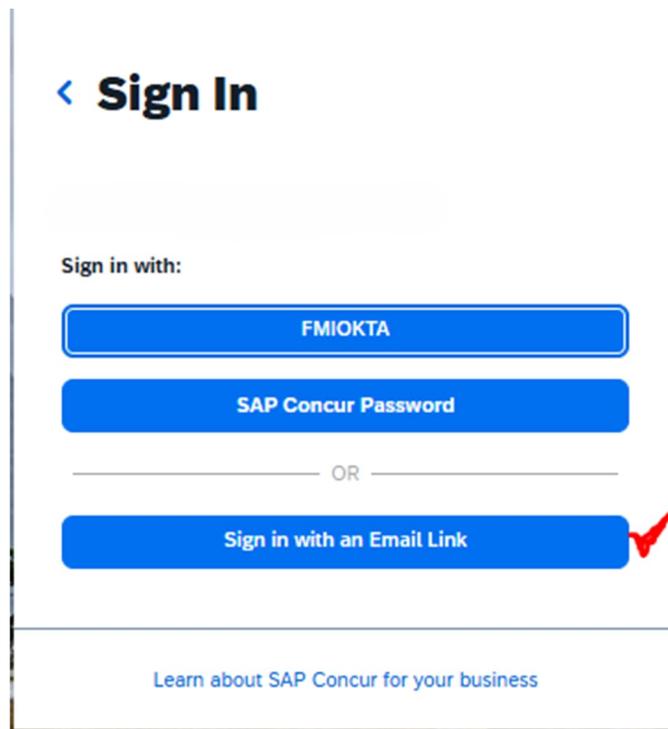
Login:

To login, please use the following link:

Login Link: www.concursolutions.com [concursolutions.com]

Username: {First.Last}@FMIHires.com (this will be supplied in your email)

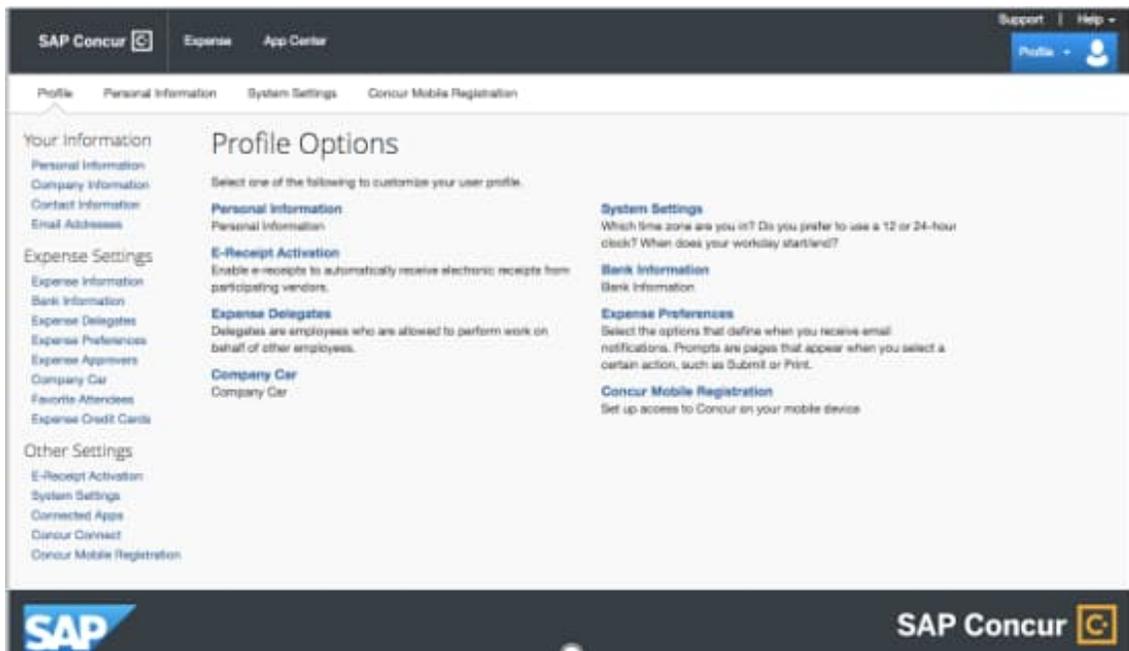
On the next screen, select the option: Sign in with an Email Link as highlighted below.



This email will allow you to securely log into Concur to set your password and reimbursement information.

Step 2:

The next step will require you to set up your personal (2a) and banking information (2b). To do so, click on Profile, personal information and be sure to complete all required information in red.



Step 2a:

Select "Personal Information". Under Employee ID – please input your name as shown on your bank account. Under First, Middle, Last name please input your name as shown on your Passport.

Profile Personal Information System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees
- Expense Credit Cards

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Concur Mobile Registration

My Profile - Personal Information

Disabled fields (gray) ONLY cannot be changed by the traveler. If there are errors in these fields, please email online.support@atlastravel.com and provide the correct information needed. All other field changes must be updated by the traveler.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

[Change Picture](#) 

Title	First Name	Middle Name	Nickname	Last Name	Suffix
	John	[Required]		Best	
		<input type="checkbox"/> No Middle Name			

Company Information [Go to top](#)

Employee ID
John Best

[Save](#)

Contact Information [Go to top](#)

Mobile Phone Country/Region:

Mobile Phone **[Required**]**:

[Save](#)

Email Addresses [Go to top](#)

Please add at least one email address.

- [How do I add an email address?](#)
- [Travel Arrangers / Delegates](#)

Step 2b:



Next, under expense Setting, click on Bank Information and input your banking account information – be sure to fill in all lines marked in red. Then select "Save". Please double check that this is input correctly as no FMI employee will have access to your banking information at any point.

The screenshot displays the 'Bank Information' section of the SAP Concur user interface. The left sidebar contains navigation options: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses), 'Expense Settings' (Expense Information, Bank Information, Expense Delegates, Expense Preferences, Expense Approvers, Company Car, Favorite Attendees, Expense Credit Cards), and 'Other Settings' (E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Concur Mobile Registration). The 'Bank Information' section includes the following fields:

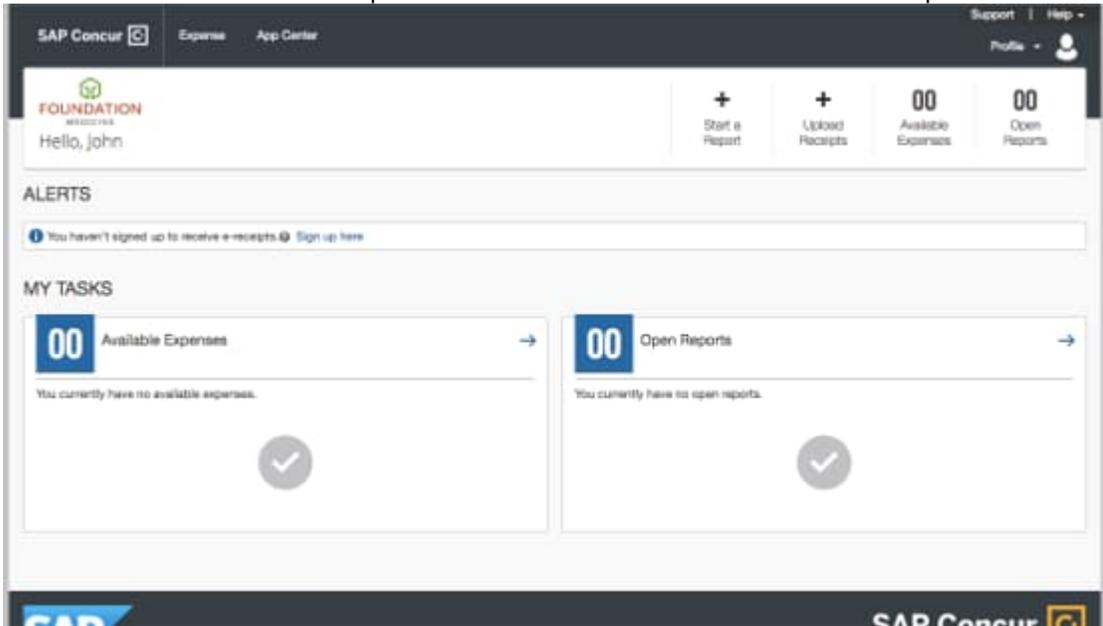
- Bank Country/Region: UNITED STATES (dropdown)
- Bank Currency: US, Dollar (text)
- Routing Number: [Red bar]
- Bank Account Number: [Red bar]
- Re-Type Bank Account Number: [Red bar]
- Bank Name: [Red bar]
- Branch Location: [Red bar]
- Account Type: Checking (dropdown)
- Status: [Red bar]
- Active: Yes (dropdown)
- Personal Address Line 1: [Red bar]
- Personal Address Line 2: [Red bar]
- City: [Red bar]
- State: [Red bar]
- ZIP Code: [Red bar]

At the bottom, there is a 'Save' button, a checkbox labeled 'I authorize the use requirement below', and a legal disclaimer: 'You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Bambora Inc. or any of its affiliates. (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains...'

Step 3:

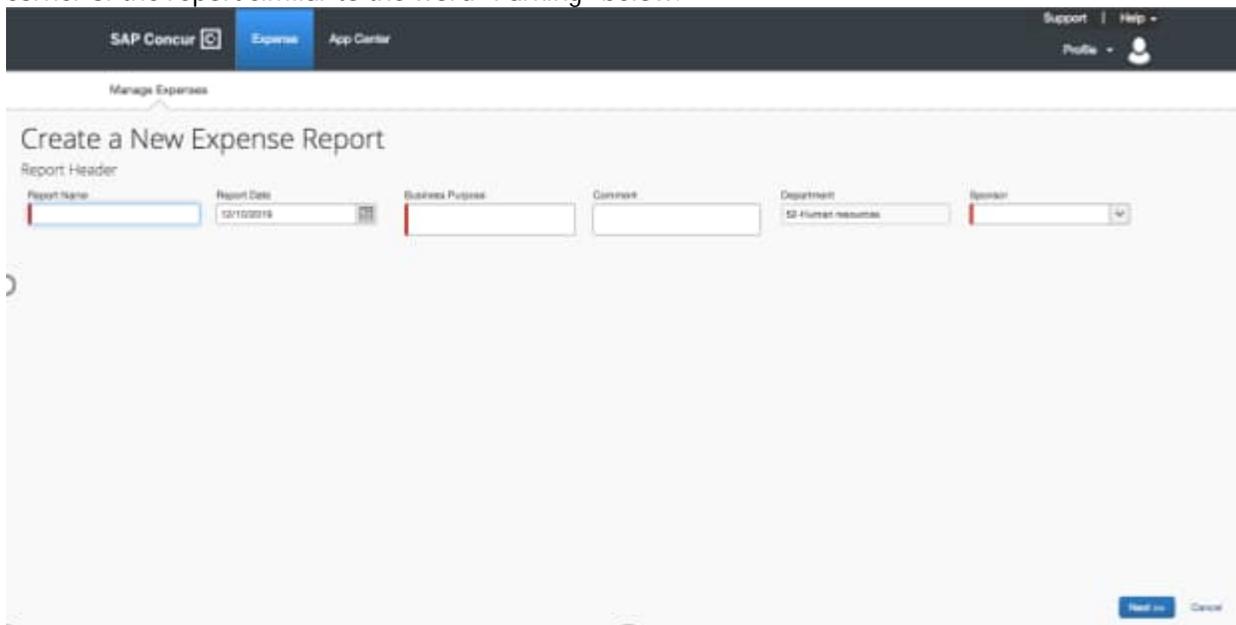


Once you've completed above profile set up steps you may now start the process of entering your expenses. Be sure to have all your receipts ready to attach to each expense transaction. Click on "SAP Concur" at the top left and corner of the screen then "Start a Report"



Step 4:

Under "Report Name" input your initials and date of interview. It will then appear in the upper hand corner of the report similar to the word "Parking" below.



Step 5:



Under “Business Purpose” input “Interview”, “Department” put “52 - Human Resources”, and under “Sponsor” select “Diane” which should be the only option.

Manage Expenses

Create a New Expense Report

Report Header

Report Name	Report Date	Business Purpose	Comment	Department	Sponsor
Parking	12/10/2019	Interview		52 - Human Resources	Diane

[Next](#) [Cancel](#)

Step 6:
Select “New Expense”, you will select this button for each new expense and for each you will need to include your receipt.

Manage Expenses

Parking

[Delete Report](#) [Submit Report](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses

Date	Expense Type	Amount	Requested
	Parking		

Adding New Expense

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

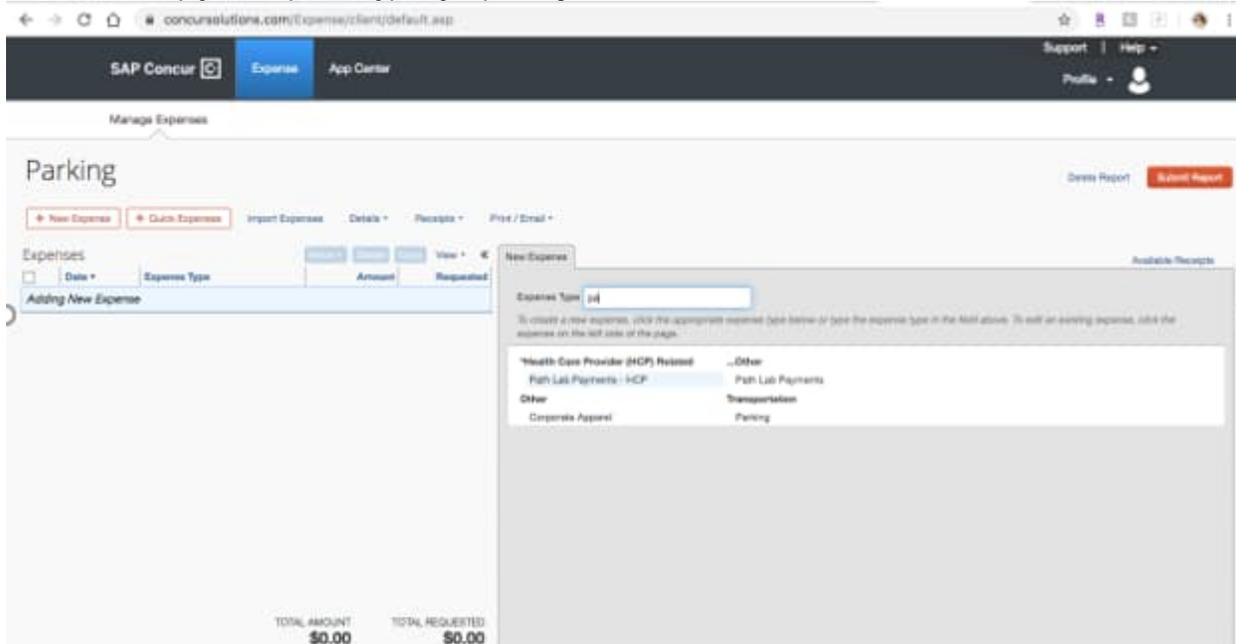
*Health Care Provider (HCP) Related Lodging - HCP Meals - HCP Path Lab Payments - HCP Seminar Fees/Training - HCP Speaker/Educational Program - HCP Travel - HCP Communications Internet Access Phone Service Agreements Website (Corp & Product) Lodging Hotel Marketing Trade Shows Meals and Entertainment	...Meals and Entertainment International Dinner International Lunch Lunch Meals (Office catering) Staff Awards/Incentives Office Computer Supplies/Software Office Equipment/Office Supplies Postage Printing/Photocopying Shipping/Freight Work from Home Equipment/Supplies Other Corporate Apparel Corporate Events Fees/Dues	...Other Sales Meetings Seminar Fees/Training Speaker/Educational Program Subscriptions Tips/Gratuities Transportation Bus/Subway/Train Car Mileage Car Rental Gas Parking Subway Taxi Tolls Travel Airfare
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TOTAL AMOUNT: **\$0.00** TOTAL REQUESTED: **\$0.00**



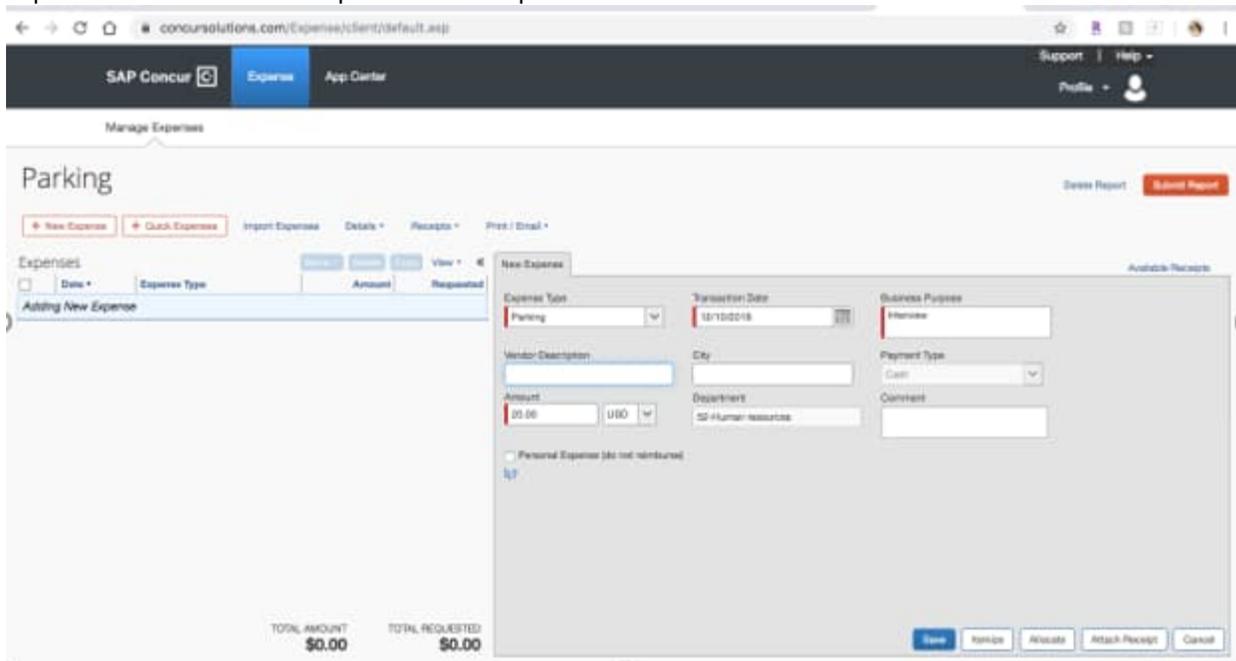
Step 7:

You can look up your expense type by inputting in the search bar.



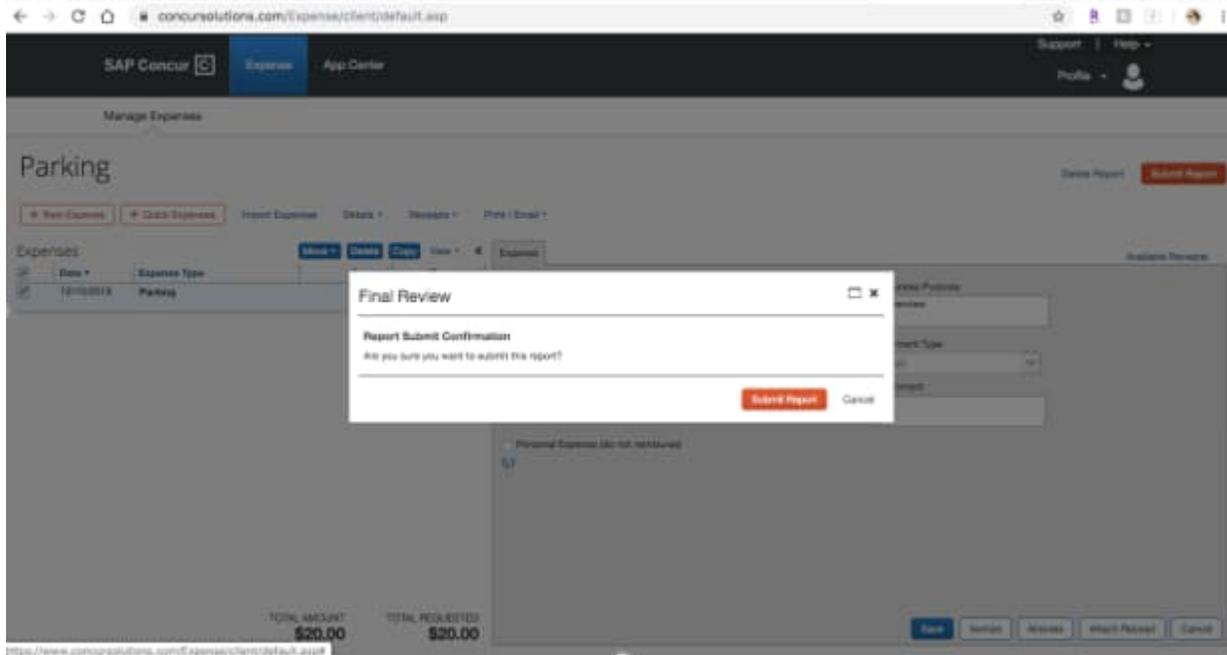
Step 8:

Input type, date, purpose, and amount. Attach receipt and select "Save" before selecting "+ New Expense" to add the next expense to the report.

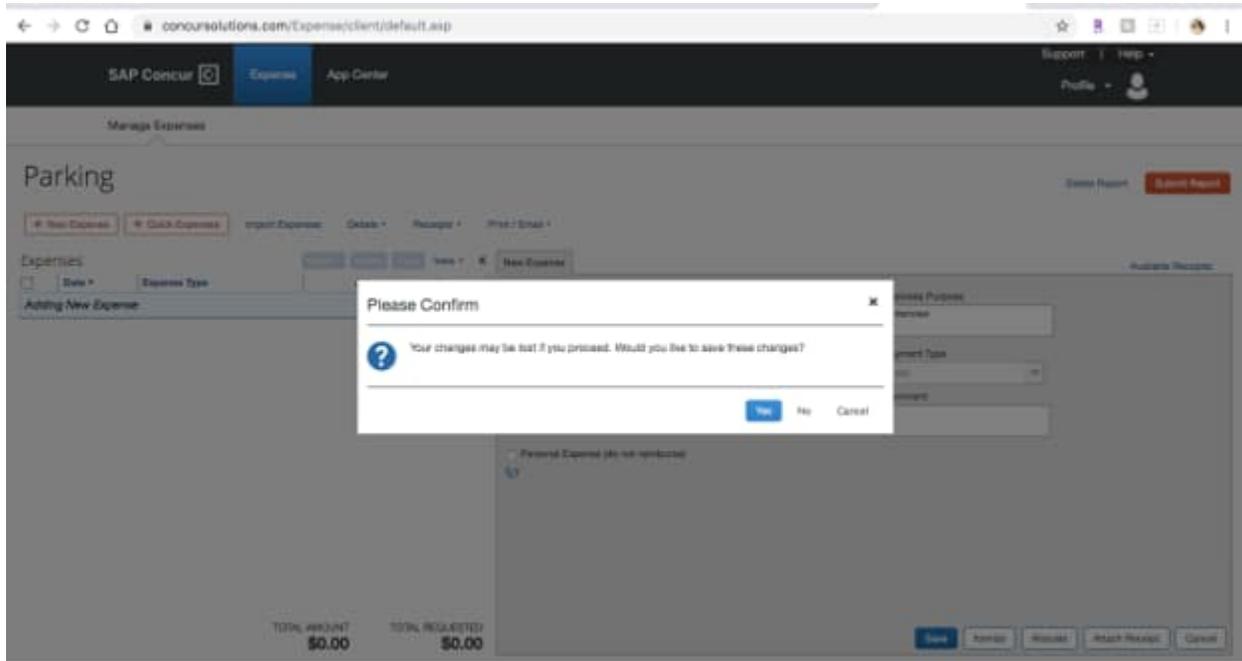




Step 9:
After all expenses have been input select "Submit Report".



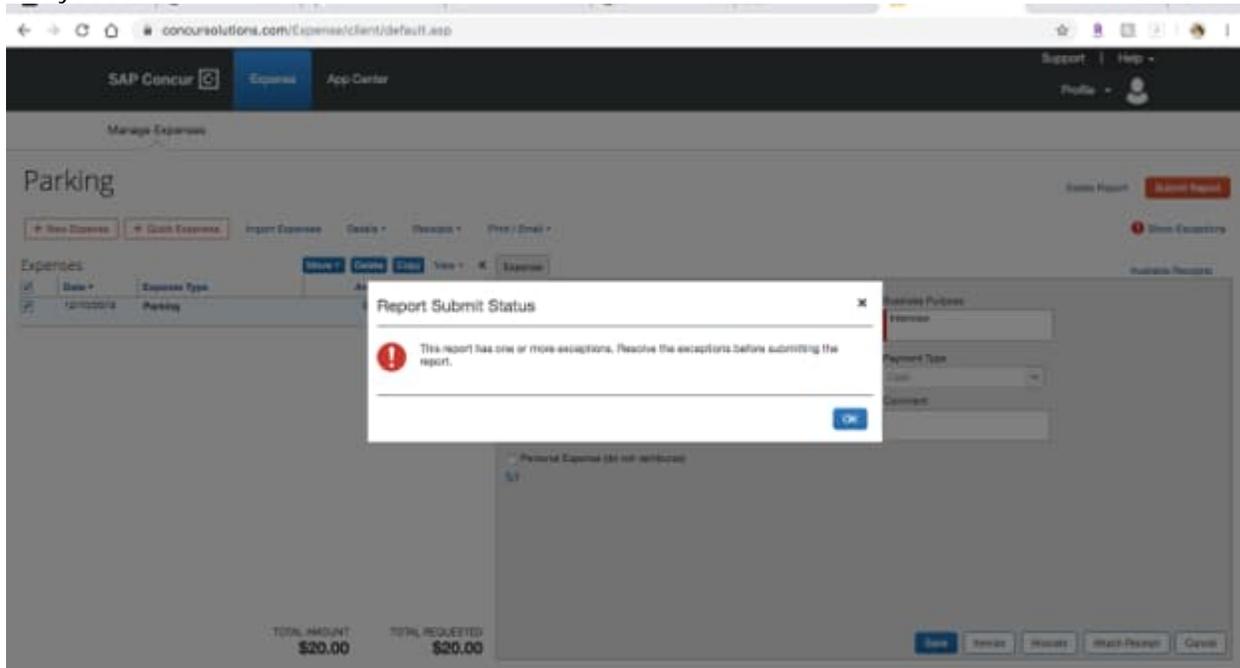
Step 10:
Select "Yes".





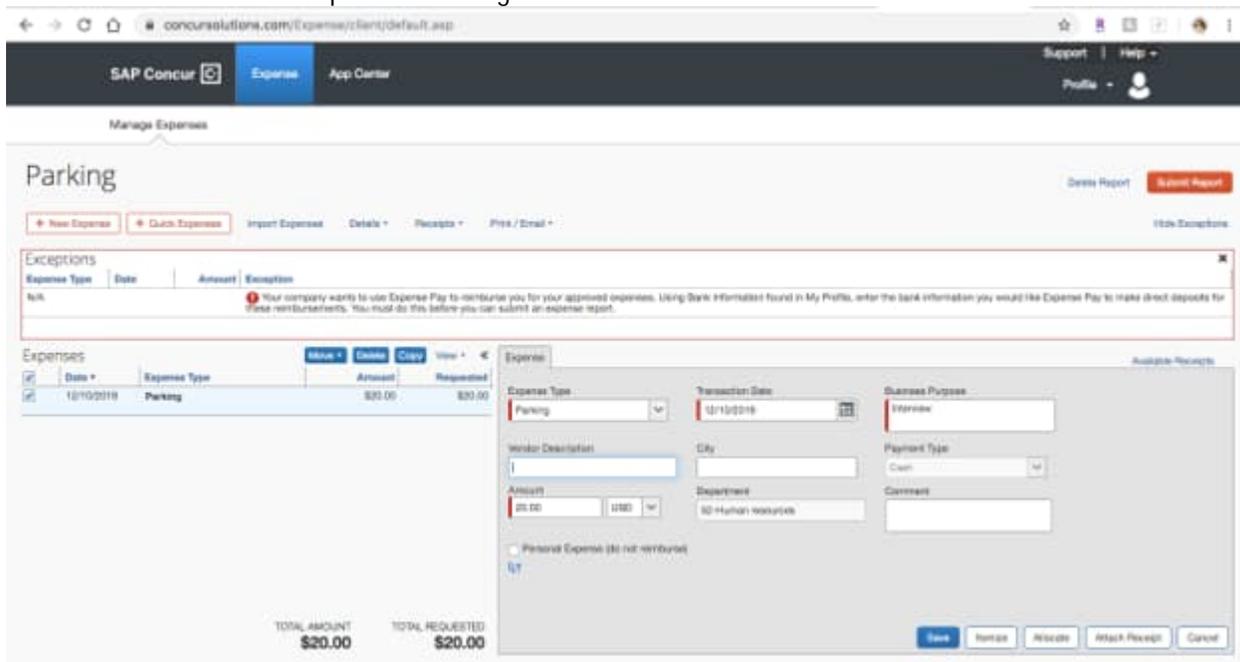
Step 11:

If this message pops up, please review your previous selections and make sure you input information on every section marked in red.



Step 12:

Make sure to read all "Exceptions" messages from Concur and follow directions.





Step 13:

Once any issues have been resolved select "Save" and "Submit Report".

The screenshot shows the SAP Concur Expense client interface. At the top, there is a navigation bar with "SAP Concur" and "Expense" tabs. The user is logged in as "John Best". The main heading is "Manage Expenses" with a sub-heading "Parking". Below this, there are buttons for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print / Email". A "Report Expense" button is also visible. A message box states: "Your company wants to use Expense Pay to reimburse you for your approved expenses. Using Bank information found in My Profile, enter the same information you would use Expense Pay to make direct deposits for these reimbursements. You must do this before you can submit an expense report." Below the message is an "Exceptions" table with columns for "Expense Type", "Date", "Amount", and "Exception". The "Exceptions" table is currently empty. Below that is an "Expenses" table with columns for "Date", "Expense Type", "Amount", and "Requested". The table contains one entry: "12/10/2018", "Parking", "\$20.00", and "\$20.00". To the right of the table is an "Expense" form with fields for "Expense Type" (set to "Parking"), "Transaction Date" (set to "12/10/2018"), "Business Purpose" (set to "Interview"), "Vendor Description", "City", "Payment Type" (set to "Cash"), "Amount" (set to "\$20.00"), "Department" (set to "HR Human Resources"), and "Comment". There is also a checkbox for "Personal Expense (do not reimburse)". At the bottom right of the form are buttons for "Save", "Cancel", "Attach Receipt", and "Cancel". At the bottom left of the page, there are two summary boxes: "TOTAL AMOUNT \$20.00" and "TOTAL REQUESTED \$20.00".