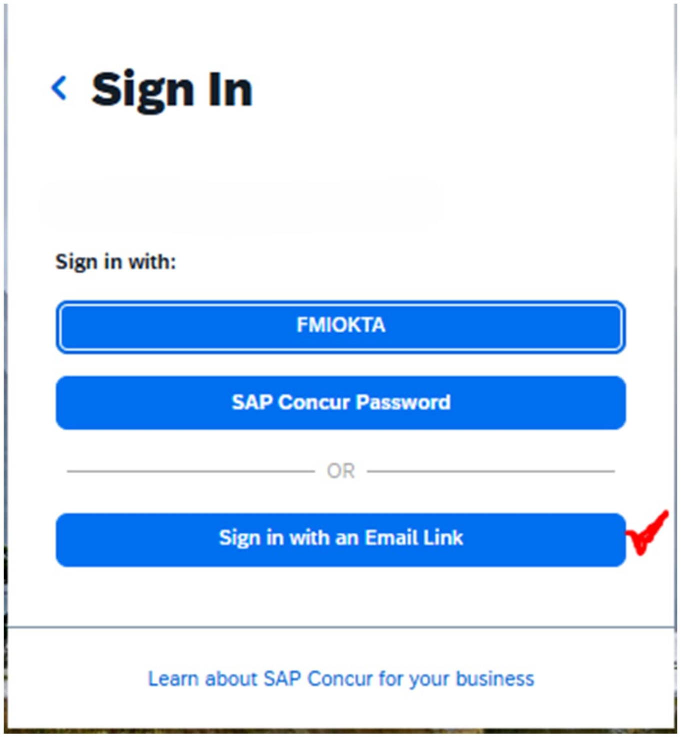
Login:
To login, please use the following link:

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

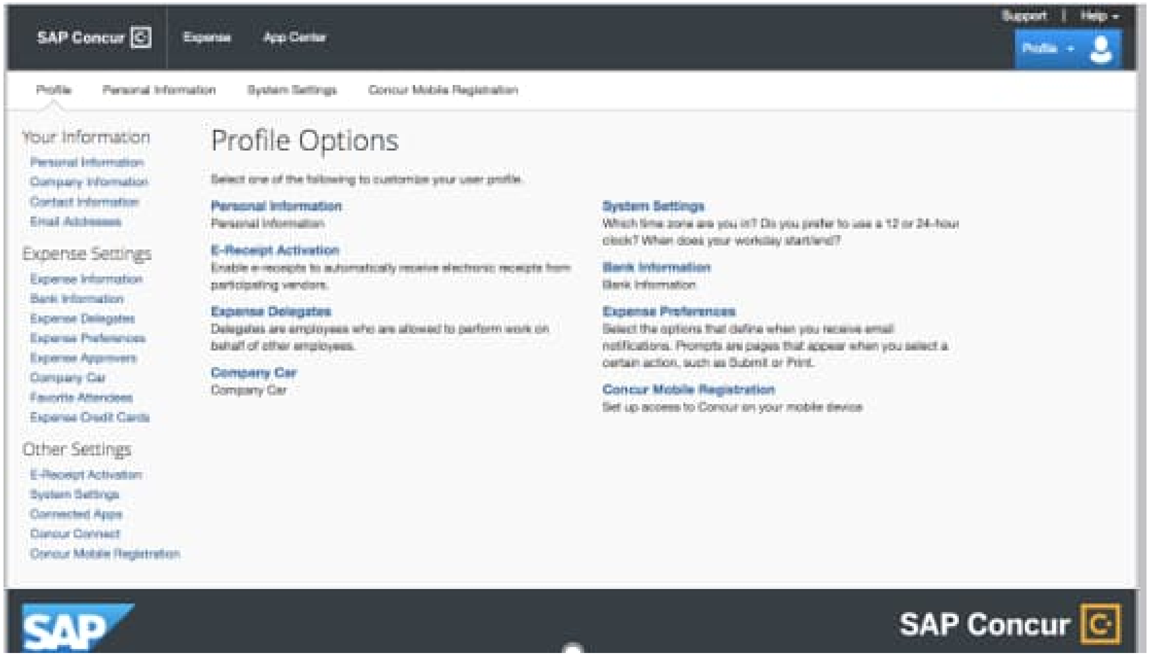
Username: {First.Last}@FMIHires.com (this will be supplied in your email)

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



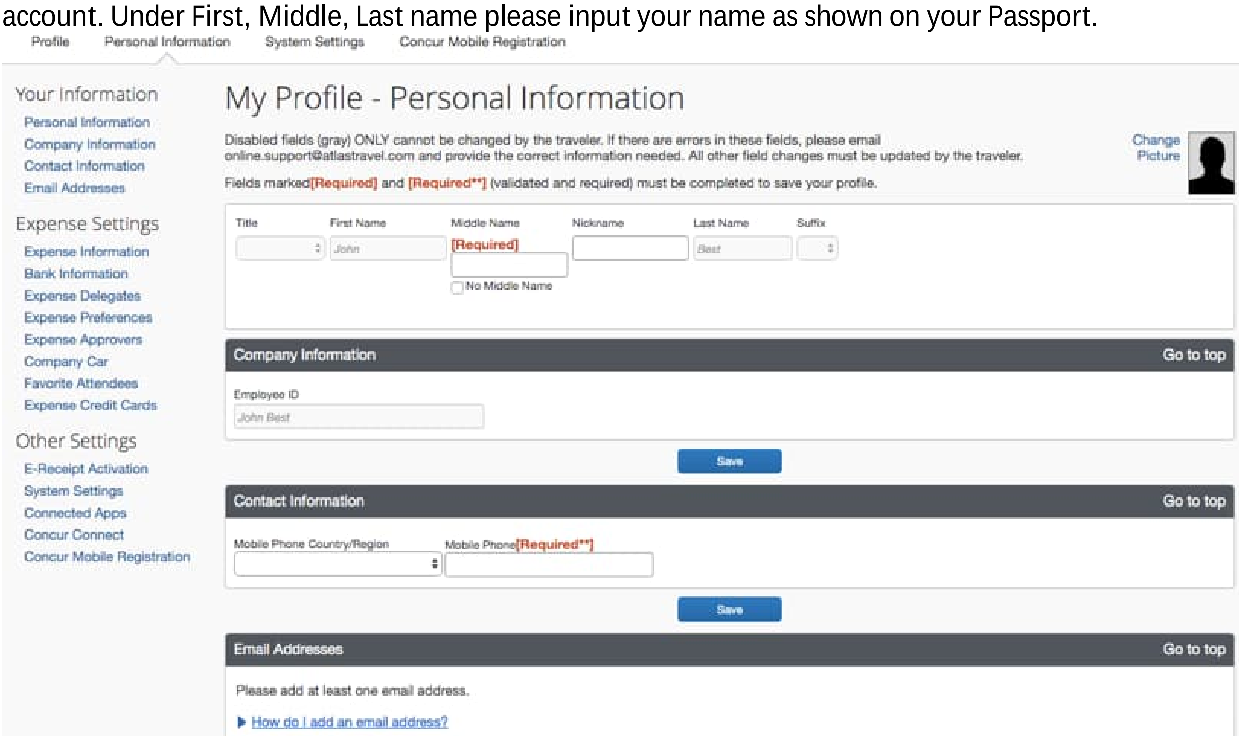
This email will allow you to securely log into Concur to set your password and reimbursement information.

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.



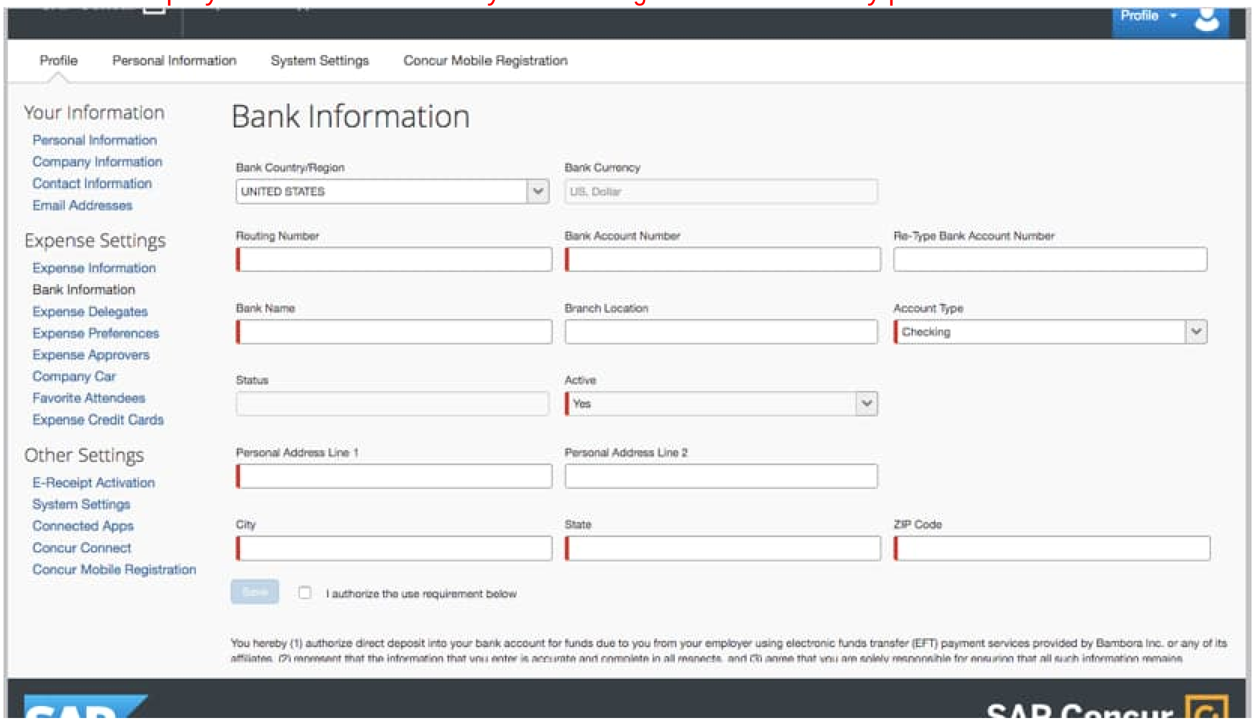
Step 2a:

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.



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.



Step 3:

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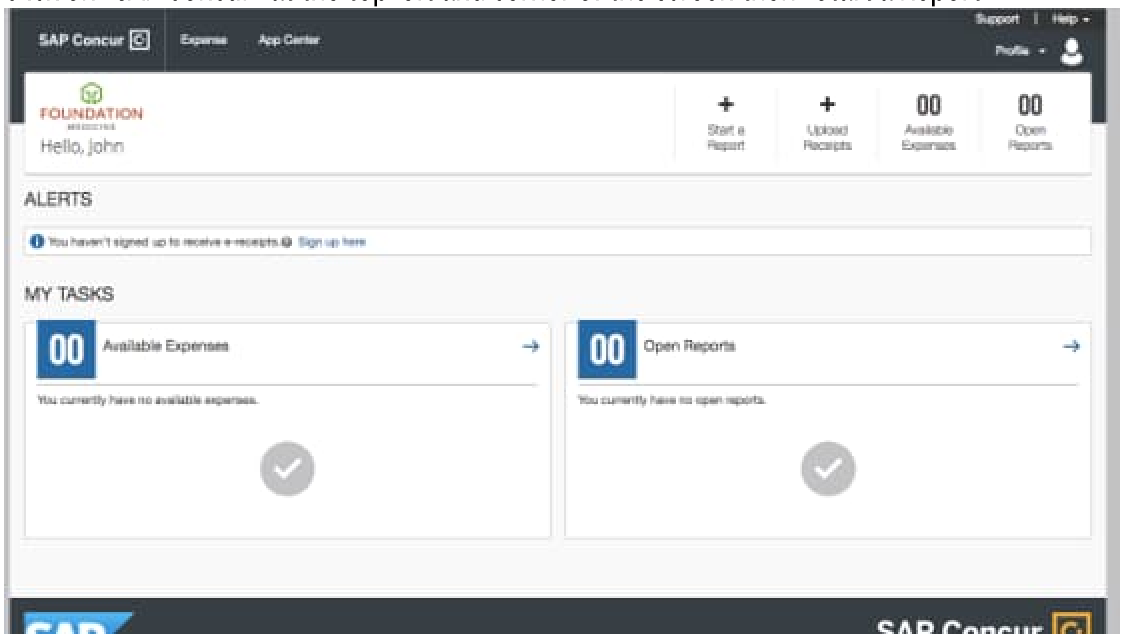
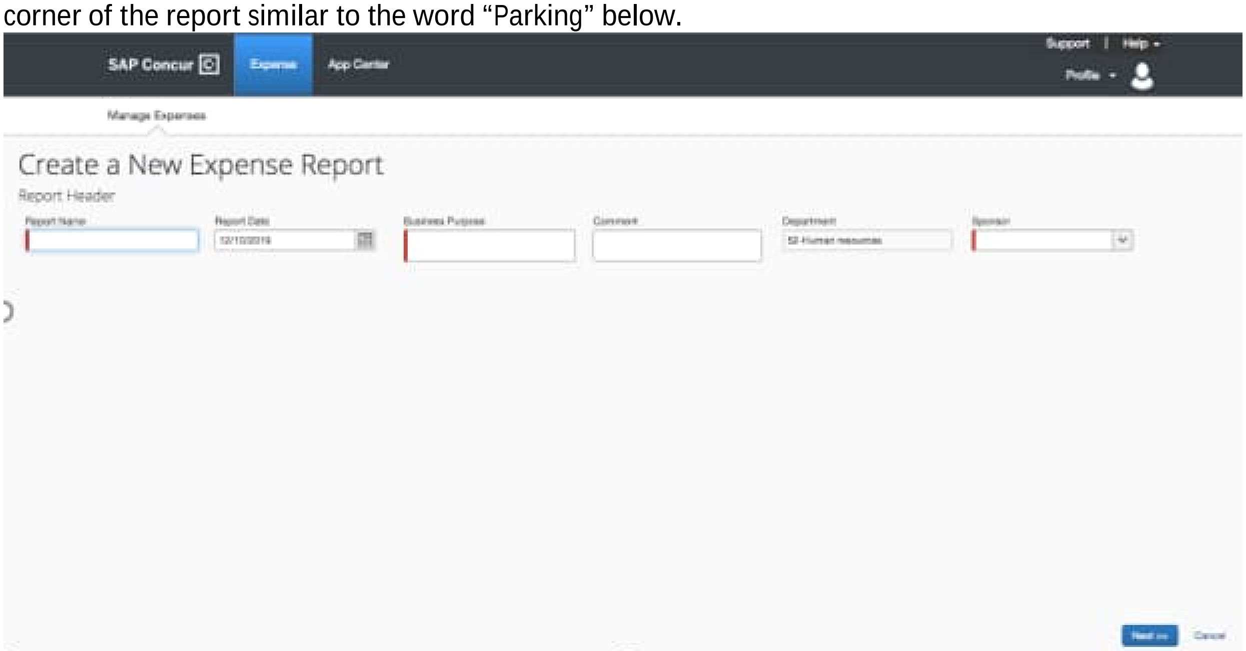
Once you’ve completed above profile set up steps you may now start the process of entering your expenses. Be sure to have all your receipts ready to attach to each expense transaction.
Click on “SAP Concur” at the top left and corner of the screen then “Start a Report”

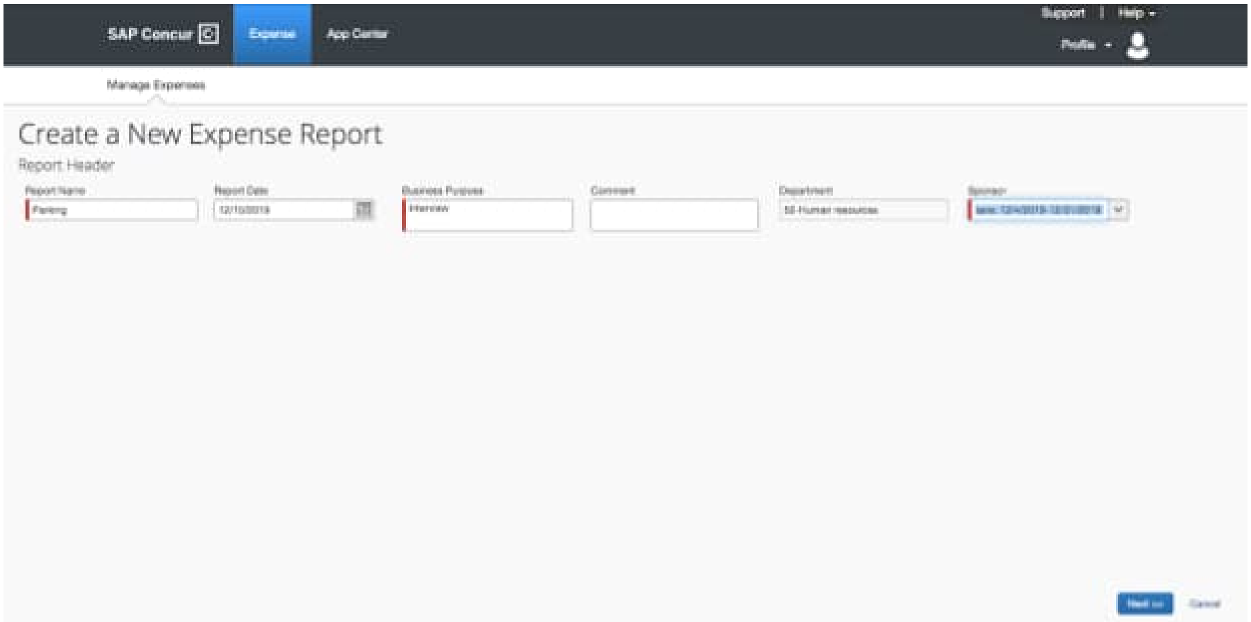


Step 4:
Under “Report Name” input your initials and date of interview. It will then appear in the upper hand corner of the report similar to the word “Parking” below.

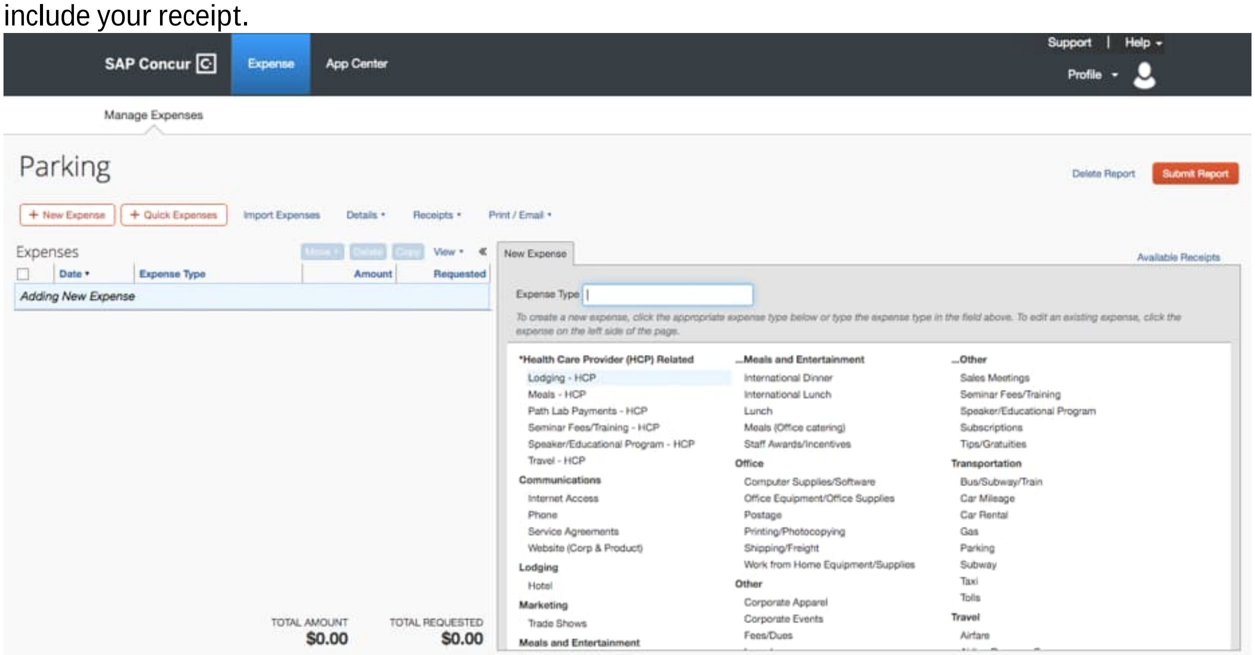


Step 5:

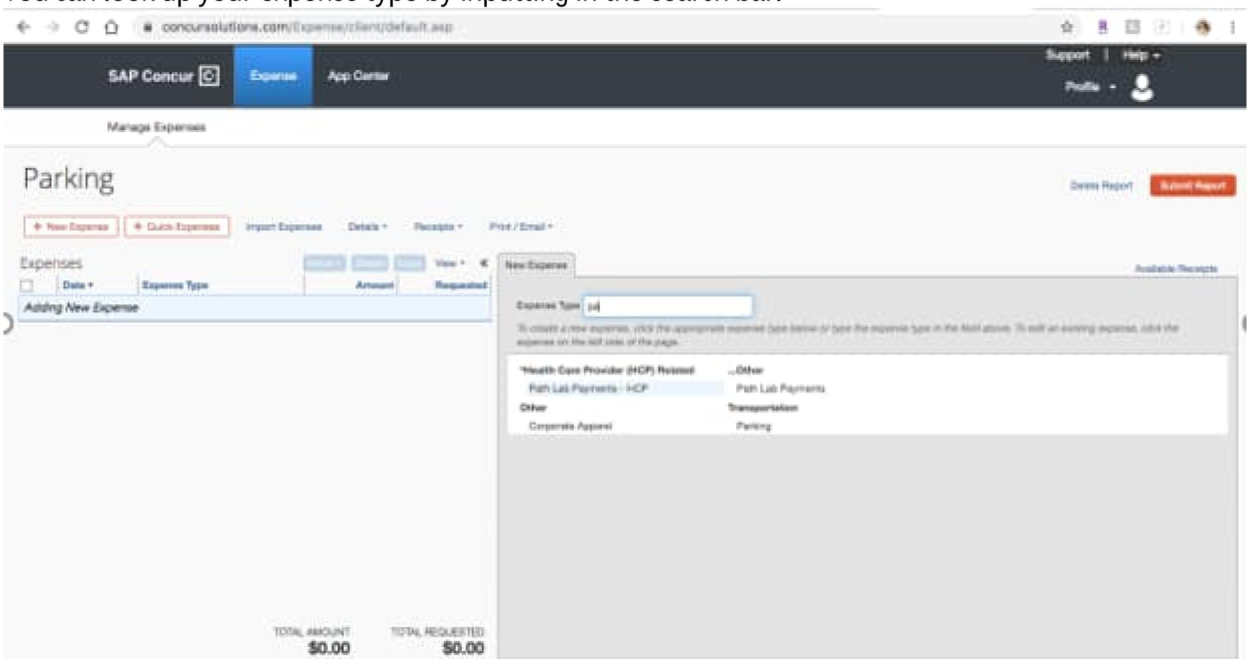
Under “Business Purpose” input “Interview”, “Department” put “52 - Human Resources”, and under “Sponsor” select “Diane” which should be the only option.



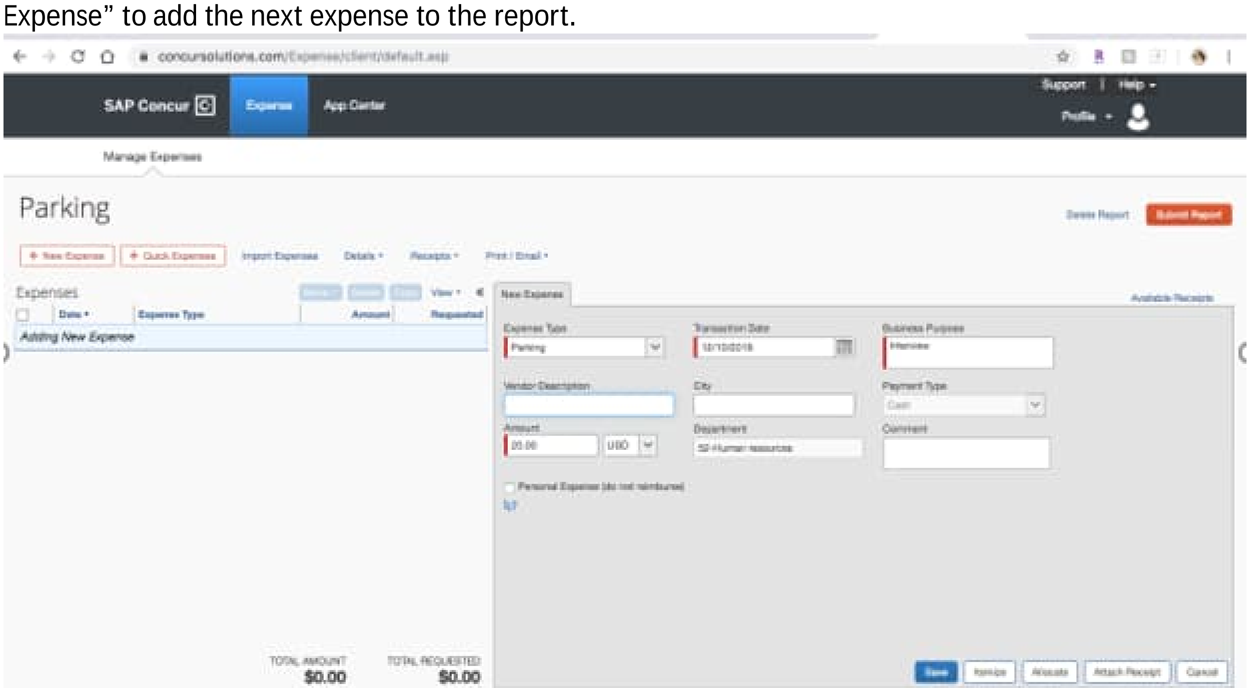
Step 6:
Select “New Expense”, you will select this button for each new expense and for each you will need to include your receipt.



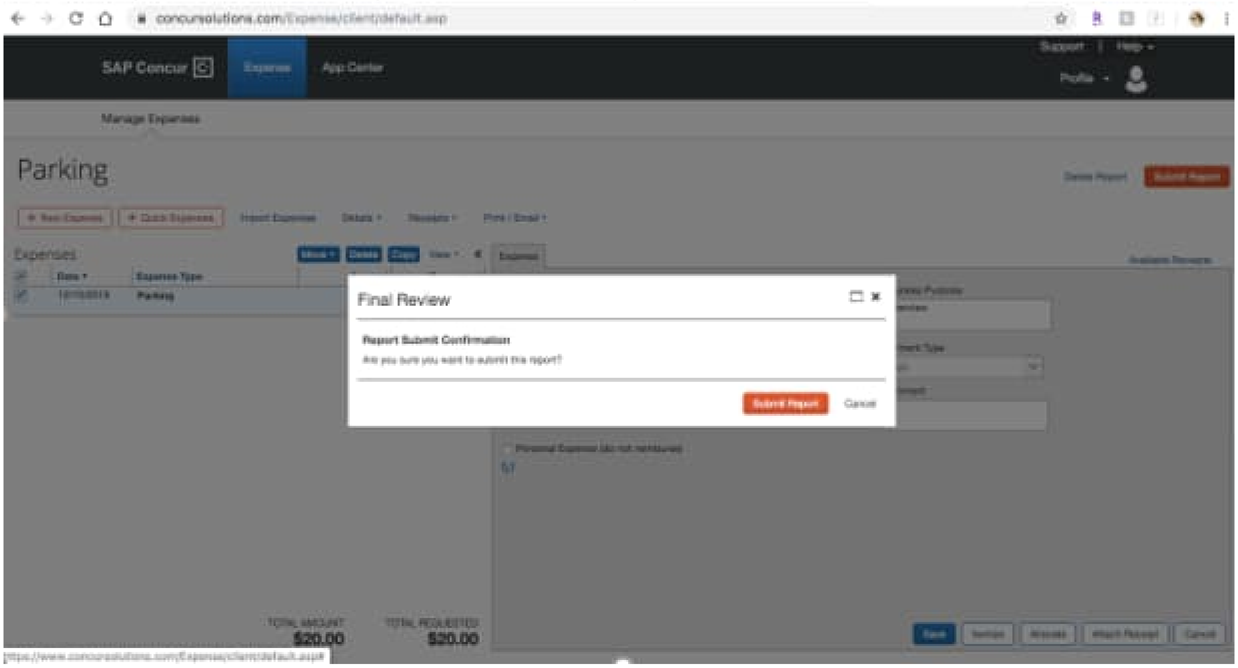
Step 7:
You can look up your expense type by inputting in the search bar.



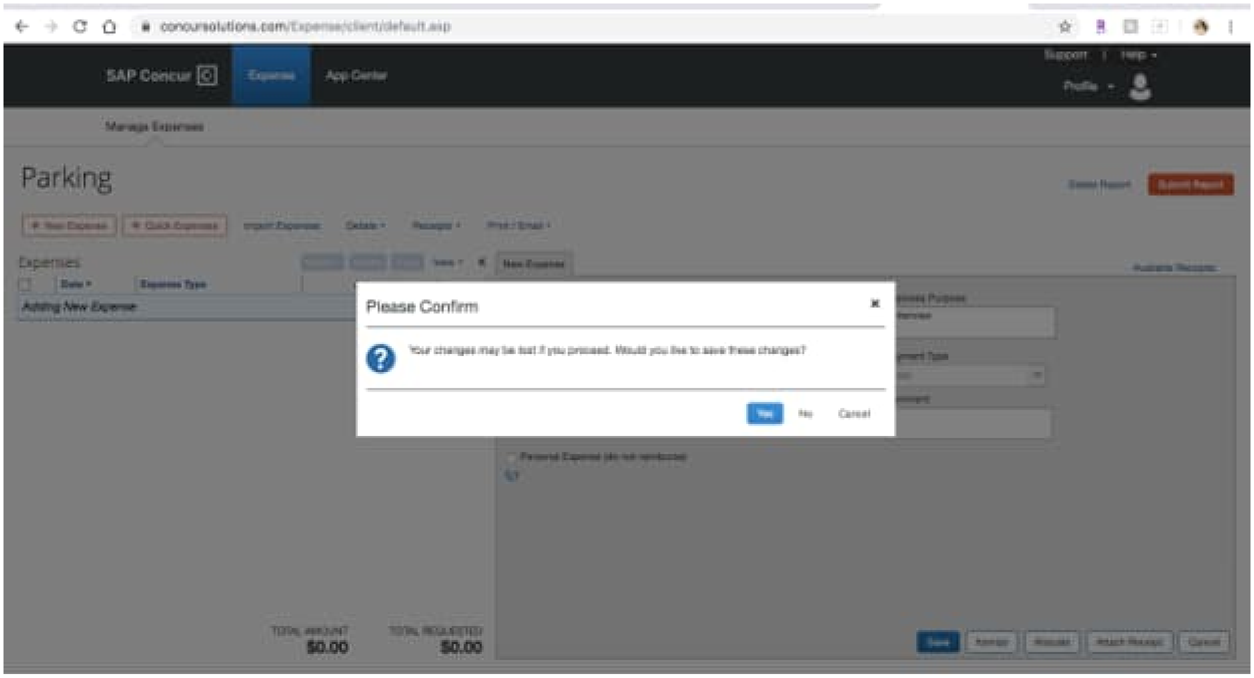
Step 8:
Input type, date, purpose, and amount. Attach receipt and select “Save” before selecting “+ New Expense” to add the next expense to the report.



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



Step 10:
Select “Yes”.



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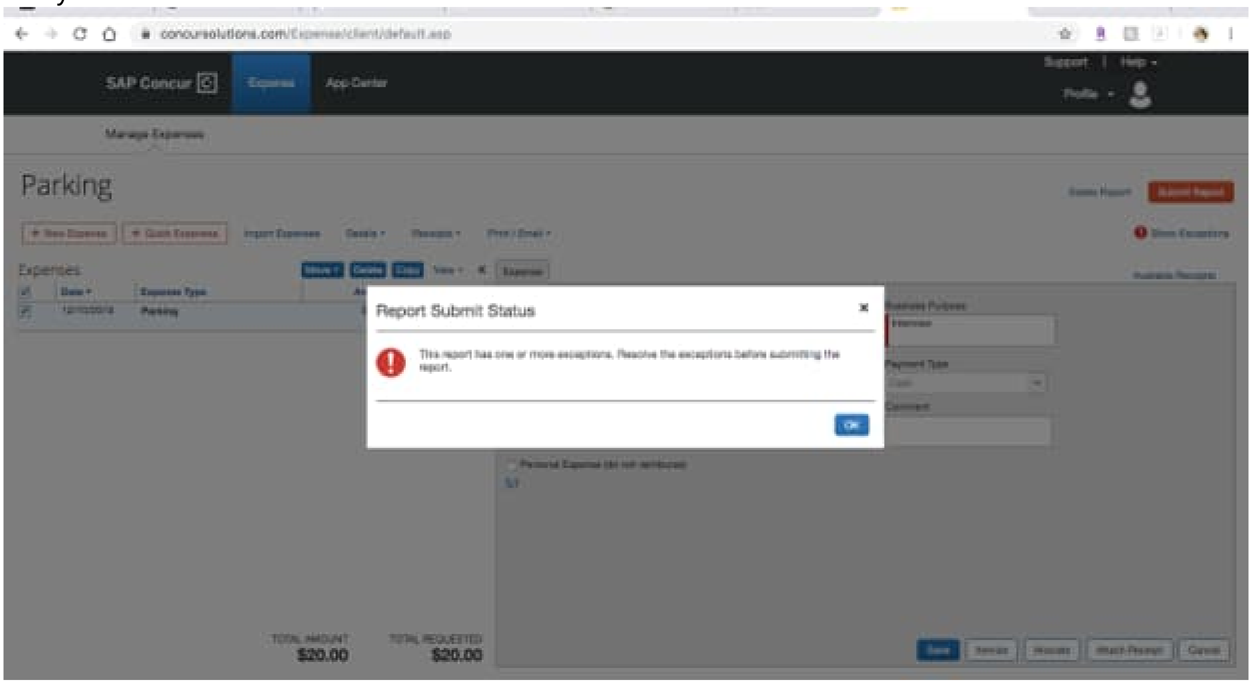
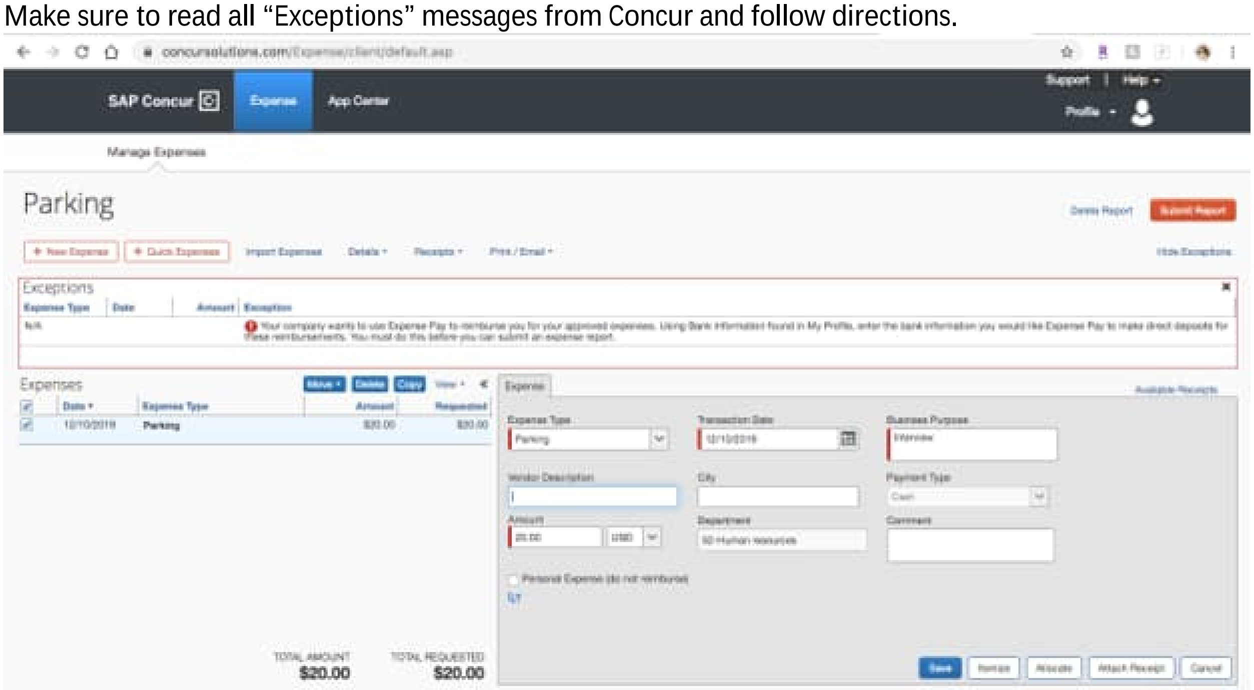
Step 11:
If this message pops up, please review your previous selections and make sure you input information on every section marked in red.



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”.