

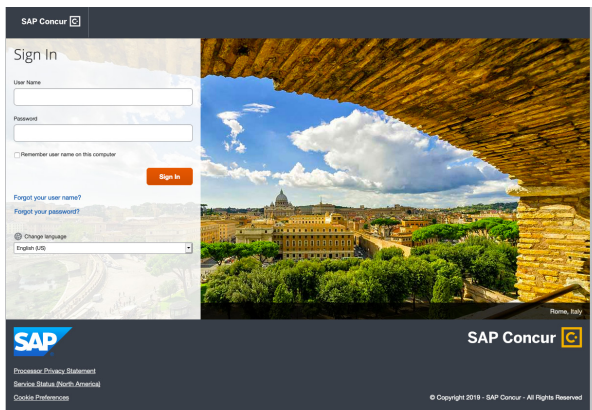
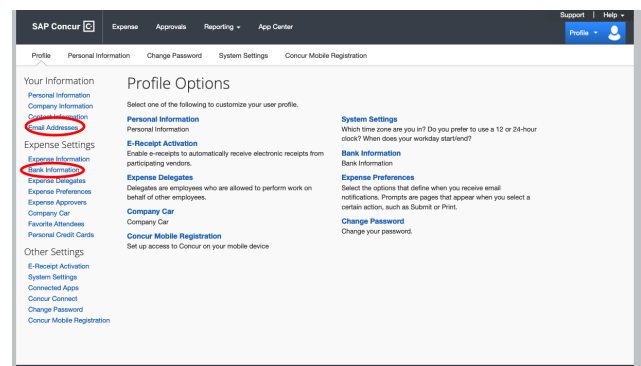


SAP CONCUR LOGIN AND PROFILE SETUP INSTRUCTIONS

SETTING UP A PROFILE

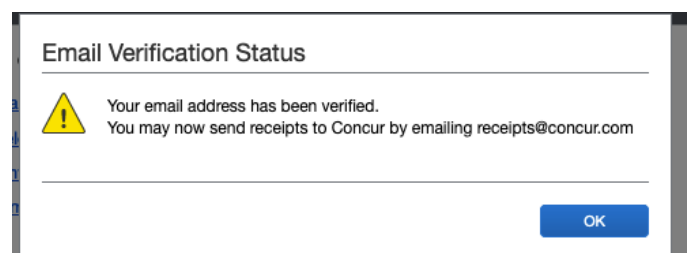
1. Navigate to www.concursolutions.com.
2. Enter credentials.
 - Username: Your first initial, last name and hlc@hlcommission.org. **For example:** jsmithhlc@hlcommission.org
 - Password (case-sensitive): Welcome1!
3. Change your password as prompted.

5. See the following image for example.



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:



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.

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.

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
- Personal Credit Cards

Other Settings

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

Bank Information

Bank Country/Region: UNITED STATES | Bank Currency: US, Dollar

Routing Number: | Bank Account Number: | Re-Type Bank Account Number: |

Bank Name: | Branch Location: | Account Type: Checking

Status: | Active: Yes

Personal Address Line 1: | Personal Address Line 2: |

City: | State: | ZIP Code: |

I authorize the use requirement below

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 Bambara 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 accurate and complete in all respects.

Routing Number is usually located between the **1** symbols on your check and is 9 digits.
Account Number is usually located before the **11** symbol on your check and is 3-17 digits.

John Q. Public
1358 Main St.
Sometown, OH 98765

Pay to the order of _____ Dollars

Bank of Sometown

234123987 | 001234567891 | 1001

Bank Routing Number | Bank Account Number | Check Number (Do not use)

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.