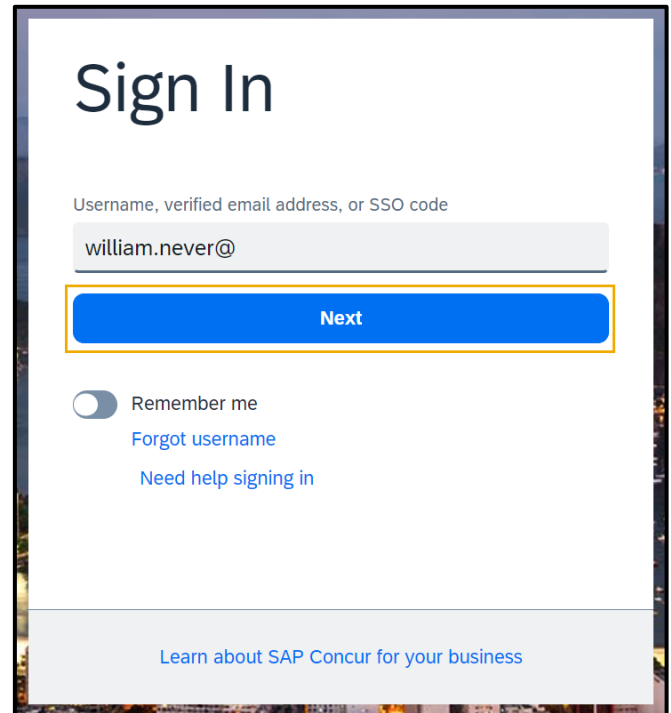


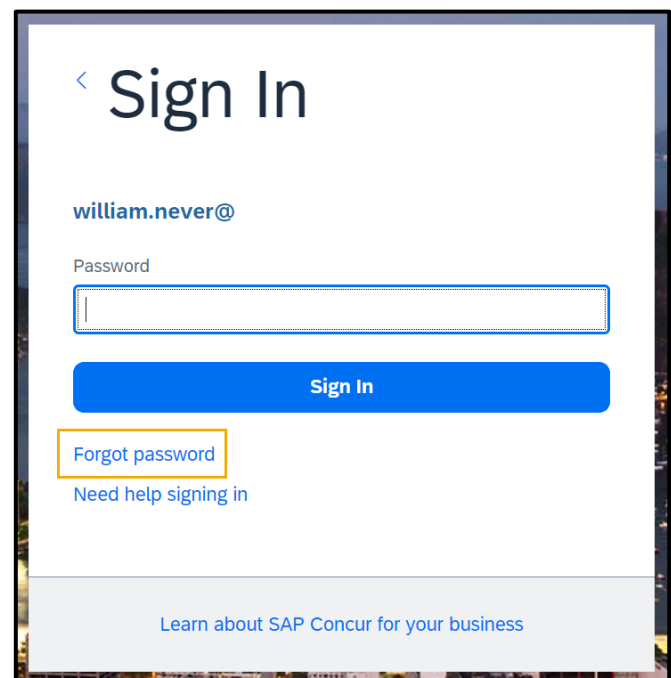
Forgetting Your Password

To log on to SAP Concur, you will need your username and password. Depending on your Company's configuration, you can reset your password if you forgot it.

1. On the **Sign In** screen, enter your **Username**, and then select **Next**.

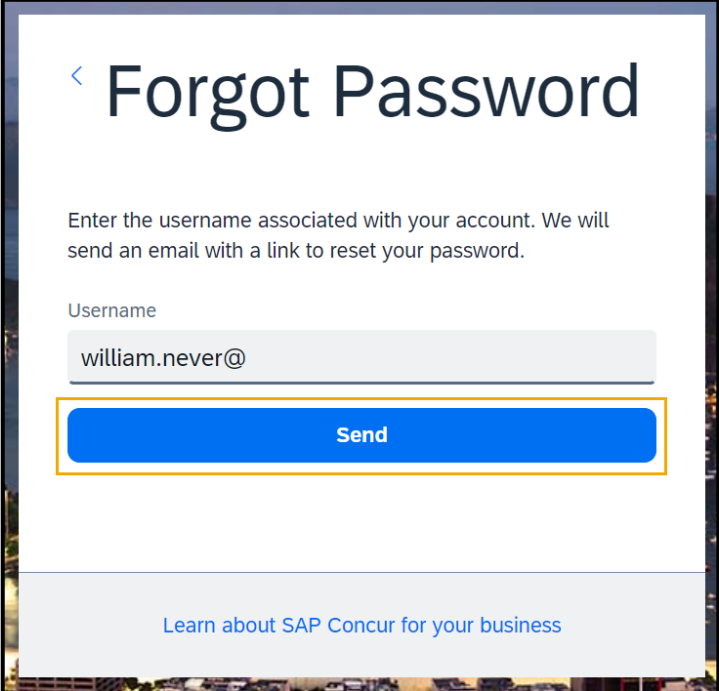


2. If you forgot your password, select **Forgot Password?**



3. On the **Forgot Password** screen, enter your **Username**, and then select **Send**.

You will receive an email with a link to reset your password.



< **Forgot Password**

Enter the username associated with your account. We will send an email with a link to reset your password.

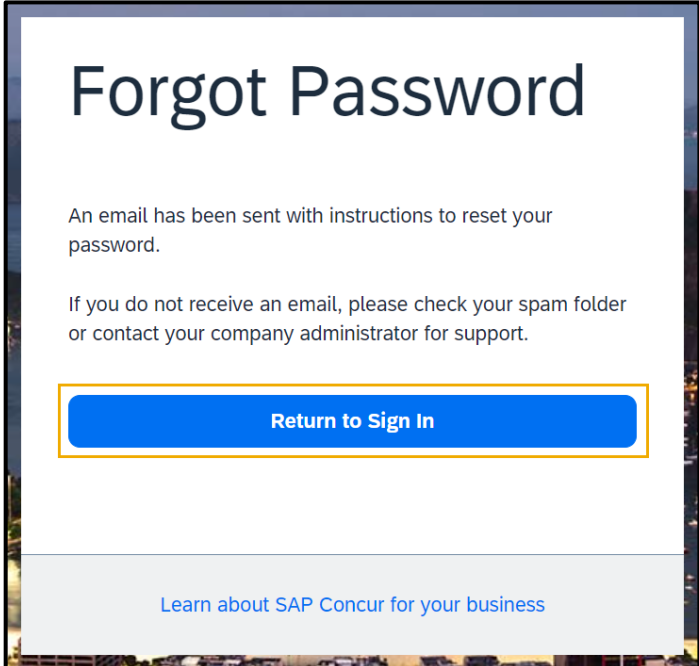
Username

william.never@

Send

[Learn about SAP Concur for your business](#)

4. Select **Return to Sign In**.



Forgot Password

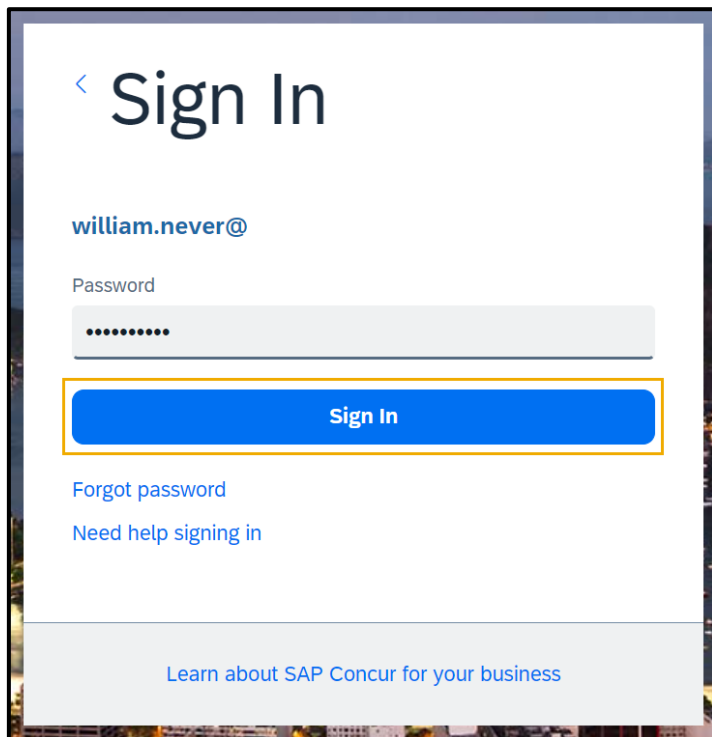
An email has been sent with instructions to reset your password.

If you do not receive an email, please check your spam folder or contact your company administrator for support.

Return to Sign In

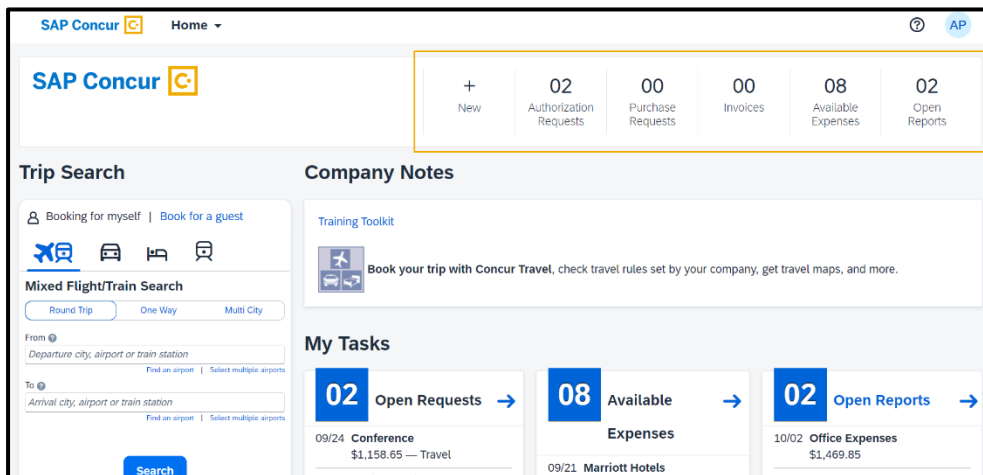
[Learn about SAP Concur for your business](#)

5. Enter the new password that you reset, and then 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 "william.never@" is displayed. Underneath the email is a password field with a masked password ".....". A blue "Sign In" button is highlighted with a yellow border. Below the button are two links: "Forgot password" and "Need help signing in". At the bottom of the page, there is a link that says "Learn about SAP Concur for your business".

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 navigation bar with the SAP Concur logo, a "Home" dropdown, and a user profile icon labeled "AP". Below the navigation bar is a "Quick Task" bar with several tiles: a "+" tile for "New", a "02" tile for "Authorization Requests", a "00" tile for "Purchase Requests", a "00" tile for "Invoices", a "08" tile for "Available Expenses", and a "02" tile for "Open Reports". The main content area is divided into three sections: "Trip Search", "Company Notes", and "My Tasks". The "Trip Search" section includes a "Mixed Flight/Train Search" form with fields for "From" (Departure city, airport or train station) and "To" (Arrival city, airport or train station), and a "Search" button. The "Company Notes" section includes a "Training Toolkit" tile with a "Book your trip with Concur Travel" link. The "My Tasks" section includes three tiles: "02 Open Requests" with a sub-task "09/24 Conference \$1,158.65 — Travel", "08 Available Expenses" with a sub-task "09/21 Marriott Hotels", and "02 Open Reports" with a sub-task "10/02 Office Expenses \$1,469.85".