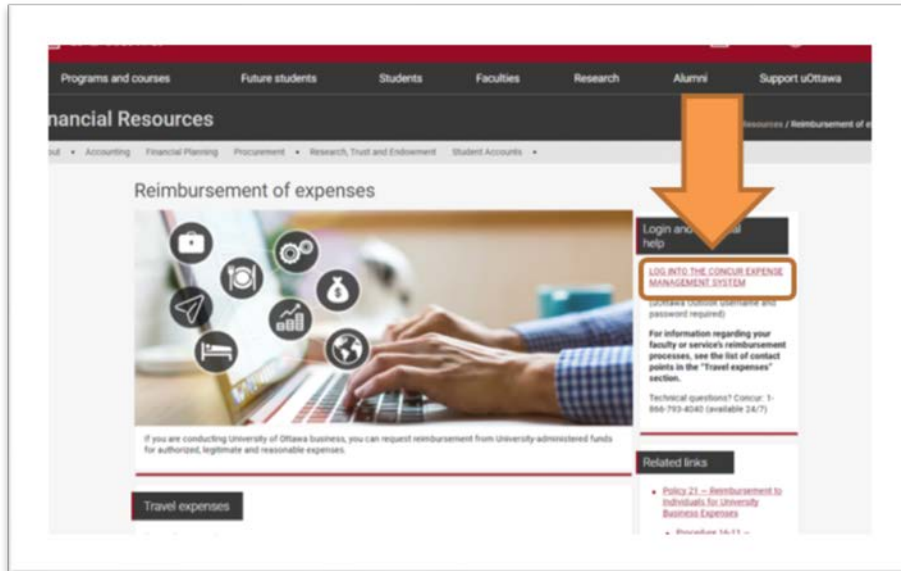


## LOGGING INTO CONCUR EXPENSE MANAGEMENT SYSTEM

1. Open your web browser
2. Type the following: <https://www.uottawa.ca/financial-resources/reimbursement-of-expenses>
3. At the right of the screen, click on **LOG INTO THE CONCUR EXPENSE MANAGEMENT SYSTEM** and use your uOttawa Exchange login information.



4. Use your User ID and Password from Outlook.

**Note:** System Language – Concur is an international company. Some of the language you may see when using Concur may vary from the language you may be accustomed to (i.e. American spelling/terms, European French).

