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).