If this is your first time using Concur, here are a few short steps you need to follow in order to be able to submit your expense reports:

**TO LOG INTO CONCUR**

1. Open your web browser.
2. Type the following: [https://www.uottawa.ca/financial-resources/reimbursement-of-expenses](https://www.uottawa.ca/financial-resources/reimbursement-of-expenses)
3. Click on the main picture "Log into the Concur expense management system".
4. Use your Outlook User ID and Password.

**SELECT YOUR BANNER ID AND DEFAULT FOAP**

Once you are connected, in order to use Concur, you must select a Banner ID for your profile. To do so:

1. In the upper right corner, click on Profile – Profile Settings.
2. In the column on the left, select Expense Information.
3. In the Banner ID field, select a name preceded with the number of your faculty or service (i.e. 11 - TELFER, 12 – Arts, 14 – Education, etc.). In case you are not certain, you can simply choose one of the names preceded by 00. This field **should NOT be left blank**.
4. Enter the default FOAP that will be used for your Concur claims. This step is optional but can be convenient and time-saving in order to avoid having to enter this information for every one of your claims.
5. Click Save.

You are now ready to produce your first Concur PER claim. In order to have a step-by-step guide on how to do so, please see the mini-guide Submit a Concur claim – PER.