CONCUR

Task Checklist

https://www.concursolutions.com

There are a number of processes to perform manually to set up your details on Concur:

	Task to complete	Completed?
1	Log in: email as user name, password = password	
2	Change your password	
3	Verify your email address	
4	Enter bank account details	

For help on the expenses policies and system features go the BMA website:

http://bma.org.uk/committeeexpenses

If you encounter any problems with your account then please email concur.queries@bma.org.uk

Applying for a Concur account

If you have previously claimed expenses you should already have an account created and should have received a welcome email with details. If you did not receive this email then you should sign into the BMA website and apply for an expenses account at: http://bma.org.uk/committeeexpenses

Use the link on this page or go to http://bma.org.uk/concurapplication to submit your details using the form as shown:

The BMA finance department will create an account and send you the welcome pack email.

Log in and change password

- Go to the http://www.concursolutions.com website
- In the User Name field enter your **registered email address**
- Enter the initial password = **password**
- Click **Login**
- You will be prompted to change to a new password for your account:

Change Password

⚠ Your password has expired. Please change your password.

A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. All fields are required.
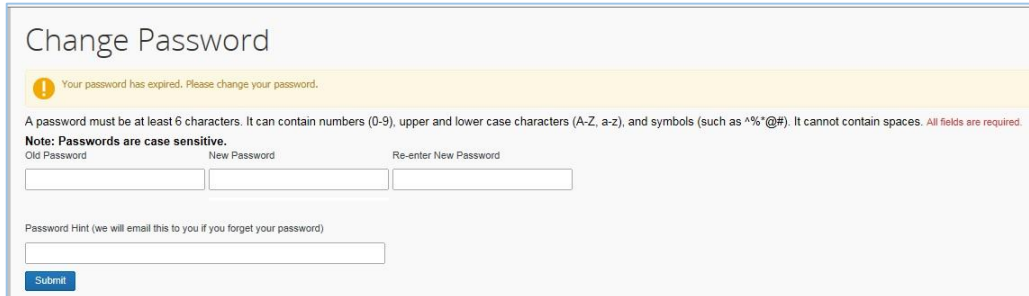**Note: Passwords are case sensitive.**

Old Password   New Password   Re-enter New Password

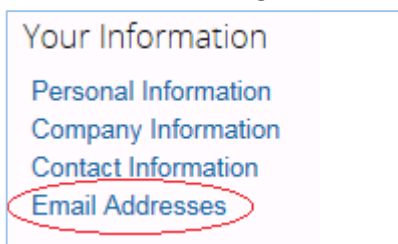Password Hint (we will email this to you if you forget your password)

Submit

- Enter your choice of password then enter it again as verification
- Click **Submit**

Verify email address

- At the top of the My Concur page, click **Profile** and choose **Profile Settings**

Support | Help ▾

Profile ▾

👤 Comm Training

Star   Profile Settings | Sign Out
Cla
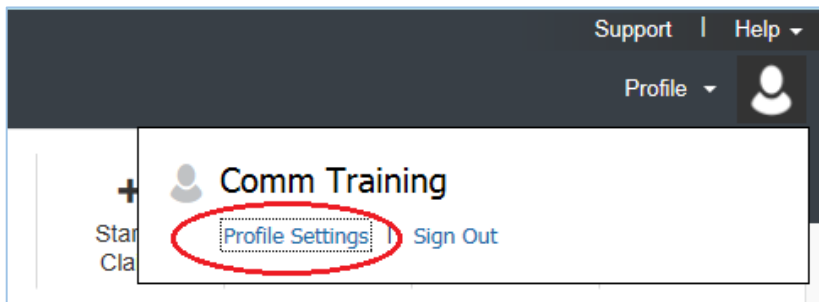
- On the left hand navigation choose the **Email Addresses** link

Your Information

Personal Information
Company Information
Contact Information
Email Addresses

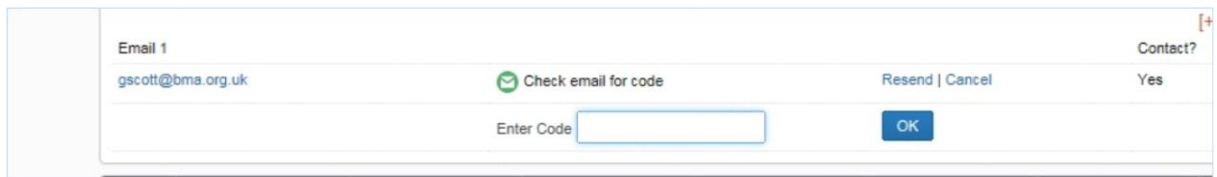- Check your email address appears correctly
- Click on the **Verify** link next to the email address. The system sends an email to you.

Email 1

gscott@bma.org.uk   ✓ Not Verified   Verify

- **Open** your email inbox and open the confirmation email and locate the **Verification Code**:

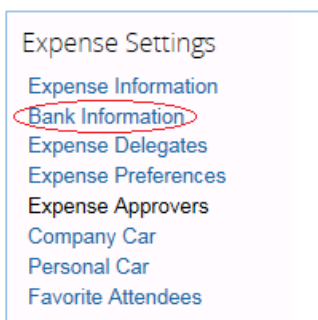Verification Code: VU1F44ZZ55MFDEGSVA59
Example

- **Copy** the verification code from the email and **paste** it into the box provided on the concur web page:

- Click **OK**
- You can now send emails, photos or scanned receipts to **receipts@concur.com**

Enter Bank account details

- Click on the **Bank Information** link

- Enter your **Bank Sort Code** and **Bank Account Number**
- Enter your **Bank Name**, **Branch location**, **Account Owner Name** and **Bank Address** – Fields marked with a red bar are compulsory
- Click **Save**
- The Concur system will deposit 1p into your bank account overnight to confirm the bank account is valid

Full instructions on using the Concur system are available on the BMA website at:

http://bma.org.uk/committeeexpenses

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