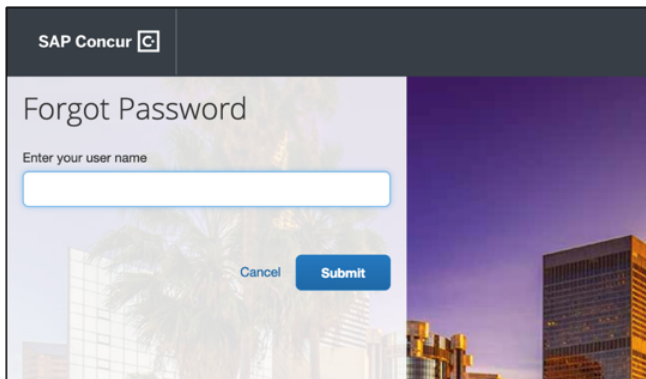


RESET YOUR PASSWORD IN CONCUR:

To reset your password in Concur:

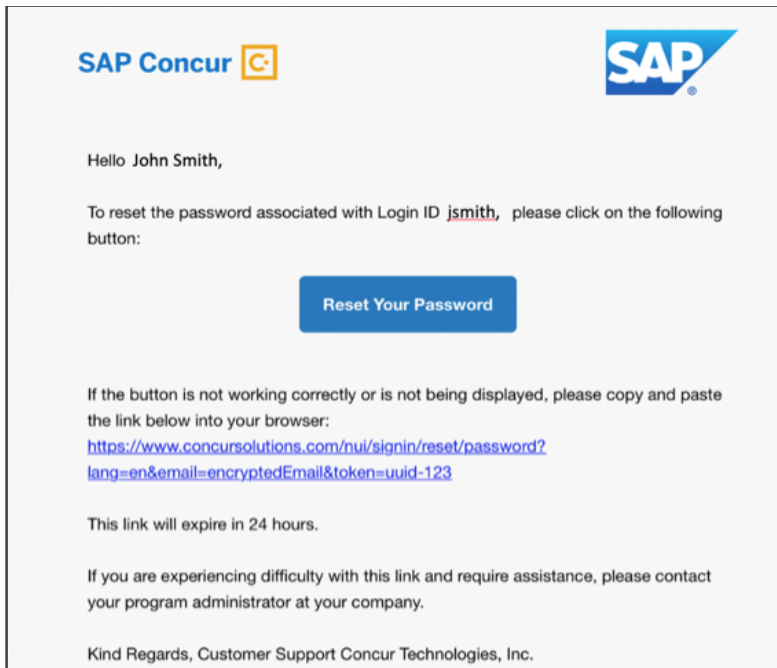
- Go to the SAP Concur Sign In page (www.concursolutions.com), the Forgot Password page displays.
- Enter your user name and click “Submit” If an SAP Concur account is found for the specified user name, a reset password email will be sent to your email address that is associated with your Concur account.

Make sure that you check your Spam and Junk folders if you do not see the email in your inbox.



Open the reset word notification email. It includes a one-time reset password link that is valid for 24 hours.

Click **“Reset Your Password”** in the email.

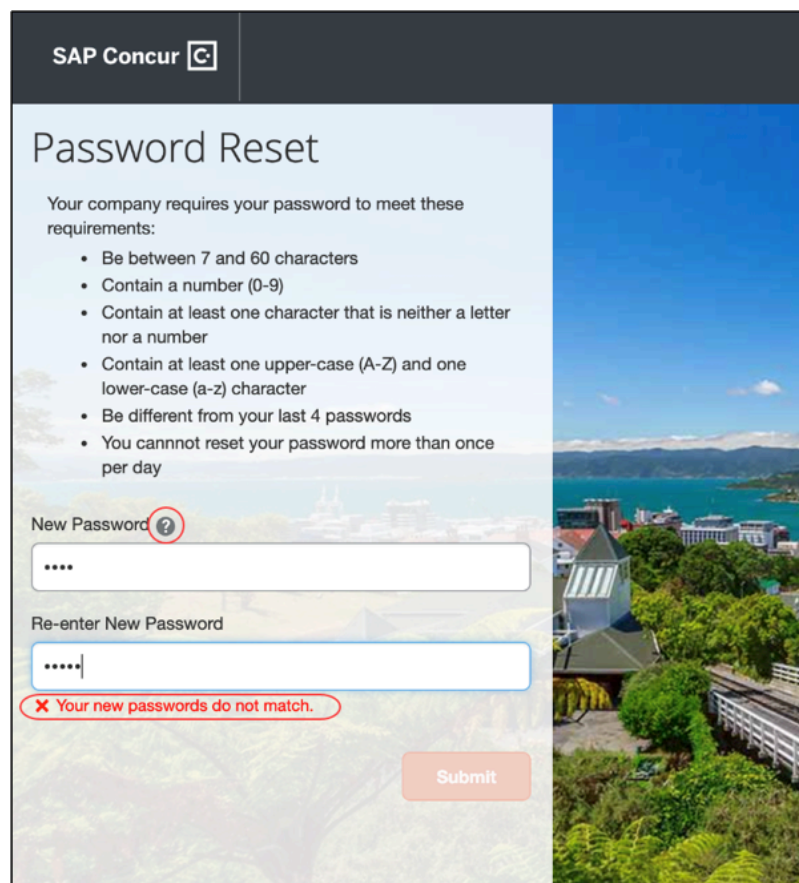


The **Password Reset** page will open. Your company's password policy displays on the page. Enter a new password in the **New Password** and **Re-enter New Password** fields. If the passwords do not match, an on-page message will appear.

You can also click **Password Help Info** to view a hint to make passwords stronger.

Click **"Submit"** to create the new password.

Once the password is validated, you will see a message confirming that the new password has been successfully created.




SAP Concur


Password Reset

Your company requires your password to meet these requirements:

- Be between 7 and 60 characters
- Contain a number (0-9)
- Contain at least one character that is neither a letter nor a number
- Contain at least one upper-case (A-Z) and one lower-case (a-z) character
- Be different from your last 4 passwords
- You cannot reset your password more than once per day

New Password 


Re-enter New Password

 Your new passwords do not match.

Submit

Click **“OK”** You will be directed to www.concursolutions.com to log in with your new password.

Success



Your password has been successfully changed. Please log in with your new password.

OK

If the new password fails validation, the **Password Reset** page will display errors to help you create a password that meets your company requirements.

SAP Concur

Password Reset

Your company requires your password to meet these requirements:

- ✓ Be between 7 and 60 characters
- ✓ Contain a number (0-9)
- ✗ Contain at least one character that is neither a letter nor a number
- ✗ Contain at least one upper-case (A-Z) and one lower-case (a-z) character
- ✓ Cannot be the same as your last 4 passwords

New Password ?

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Re-enter New Password

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Submit