

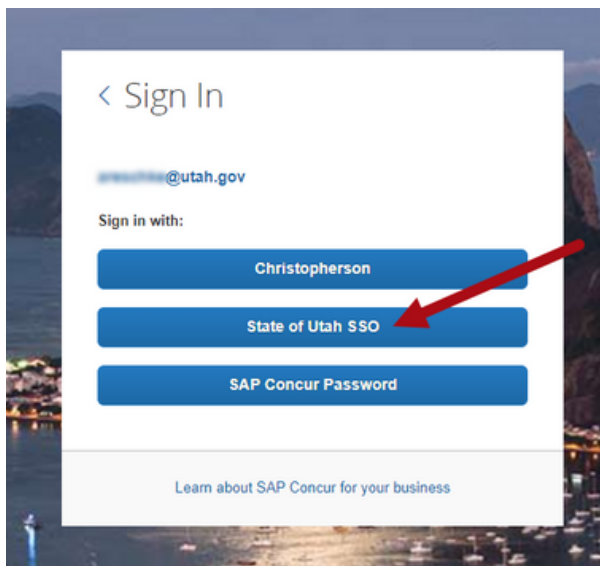
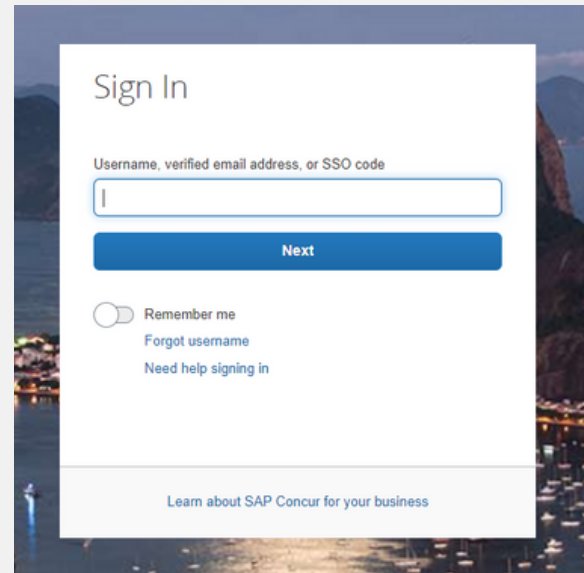


# How to log into Concur

Go to [concur.solutions.com](https://concur.solutions.com)

Enter your username  
(your work email address).

Click the blue button **Next**.

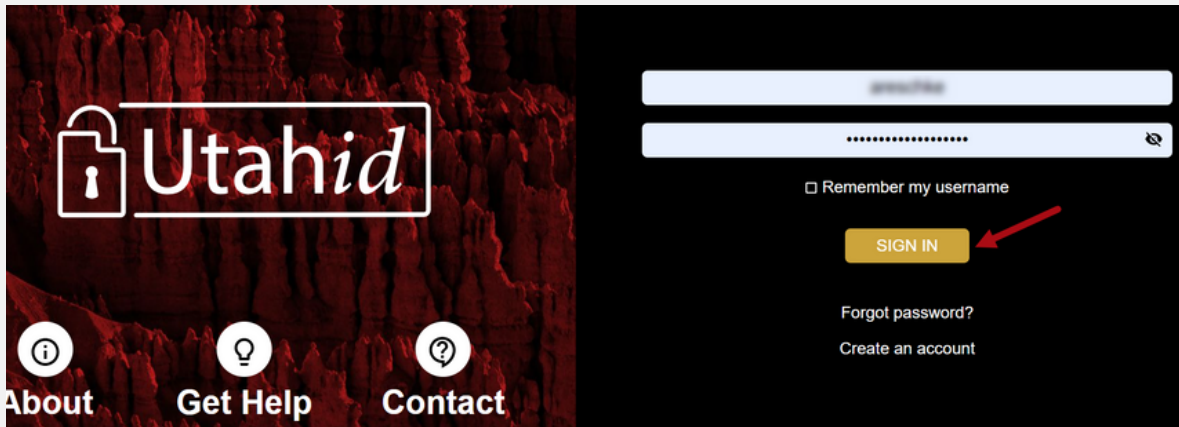


Click the blue button **State of Utah SSO**.



You may be taken straight to the Concur home page or you may be asked for two-factor authentication.

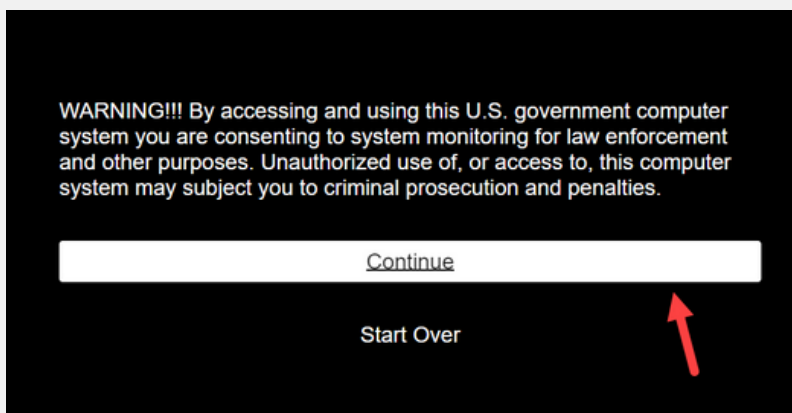
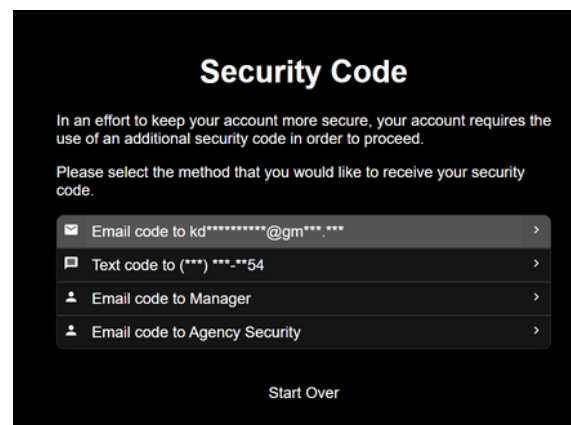
If you're asked for 2-factor authentication, you'll see the *Utahid* screen.



Enter your username and password.

Click the yellow button **SIGN IN**.

Follow the security instructions (these may be different for everyone).



8 – Click the white button **Continue**.

You've arrived at the Concur home page!

The screenshot shows the SAP Concur home page dashboard. At the top left is the SAP Concur logo. To its right are six summary cards: '+ Start a Request', '+ Start a Report', '00 Required Approvals', '20 Authorization Requests', '13 Available Expenses', and '12 Open Reports'. Below this is a 'Company Notes' section with a link to 'Concur Training Toolkit'. The main section is 'My Tasks', which contains three task cards: '00 Required Approvals' (with a checkmark icon and the message 'Great! You currently have no approvals.'), '13 Available Expenses' (with a list of expenses from PY \*UTAH to MOUNTAINLAND SUPPLY), and '12 Open Reports' (with a list of reports including International Workflow 2, Flag Errors Training, Past 60 Days International Workflow 2, Same Day Travel, and AI 17 - 60+ Day (In State)).

**SAP Concur**

+ Start a Request    + Start a Report    00 Required Approvals    20 Authorization Requests    13 Available Expenses    12 Open Reports

### Company Notes

[Concur Training Toolkit](#)  
This link will provide information to utilise the Concur Expense System.

### My Tasks

**00** Required Approvals →

Great! You currently have no approvals.

**13** Available Expenses →

- 09/01 PY \*UTAH \$85.00
- 08/31 LOWES #01501\* \$57.50
- 08/30 LOWES #01080\* \$21.56
- 08/29 MOUSER ELECTRONICS INC \$456.51
- 08/29 MOUNTAINLAND SUPPLY \$88.12

**12** Open Reports →

- 01/29 International Workflow 2 \$613.50
- 11/01 Flag Errors Training \$3,085.90 Returned
- 10/27 Past 60 Days International Workflow 2 \$586.00
- 10/24 Same Day Travel \$44.25
- 10/20 AI 17 - 60+ Day (In State) \$15.00 Returned