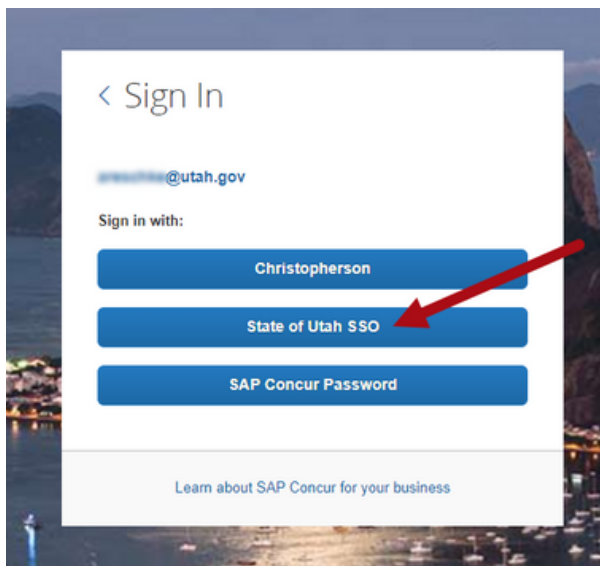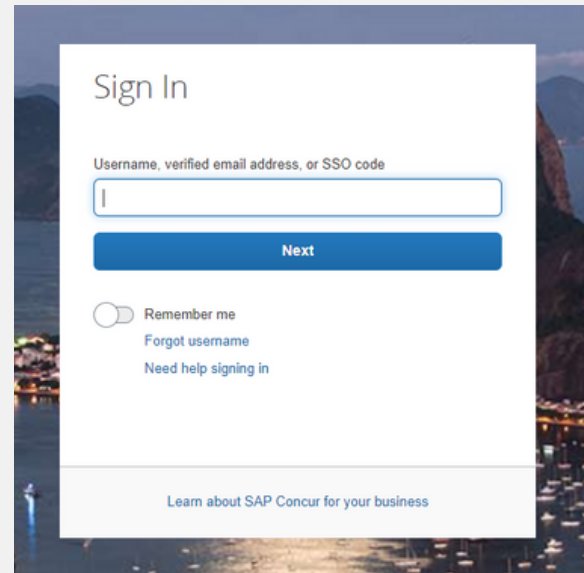# How to log into Concur

Go to concursolutions.com

Enter your username
(your work email address).
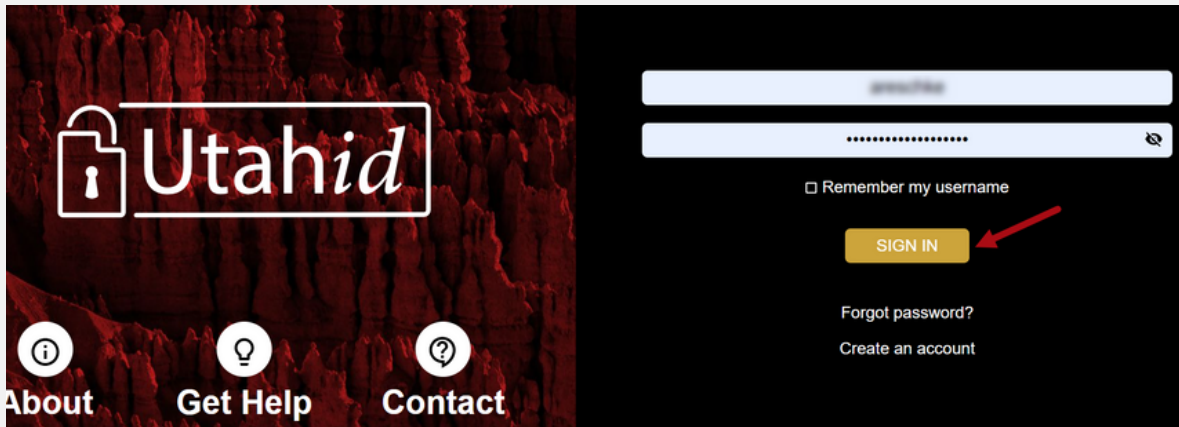
Click the blue button **Next**.

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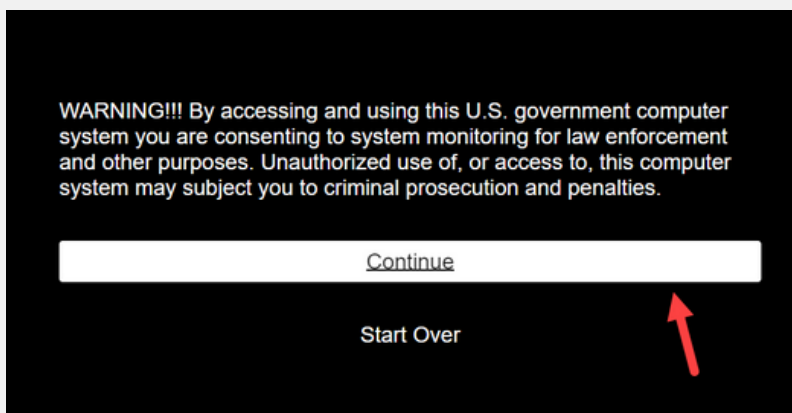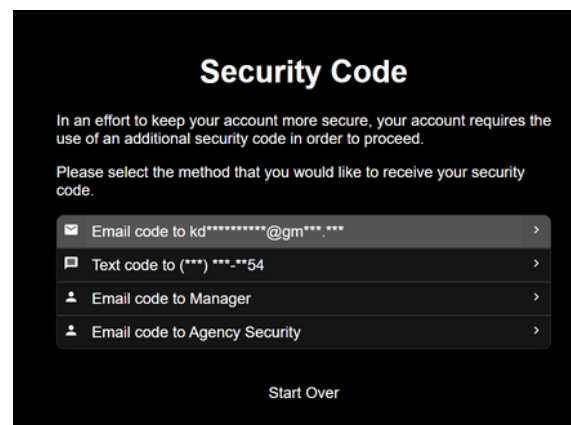
If you're asked for 2-factor authentication, you'll see the Utah*id* screen.

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!

SAP Concur [C·]

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Start a Request	Start a Report	Required Approvals	Authorization Requests	Available Expenses	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

3