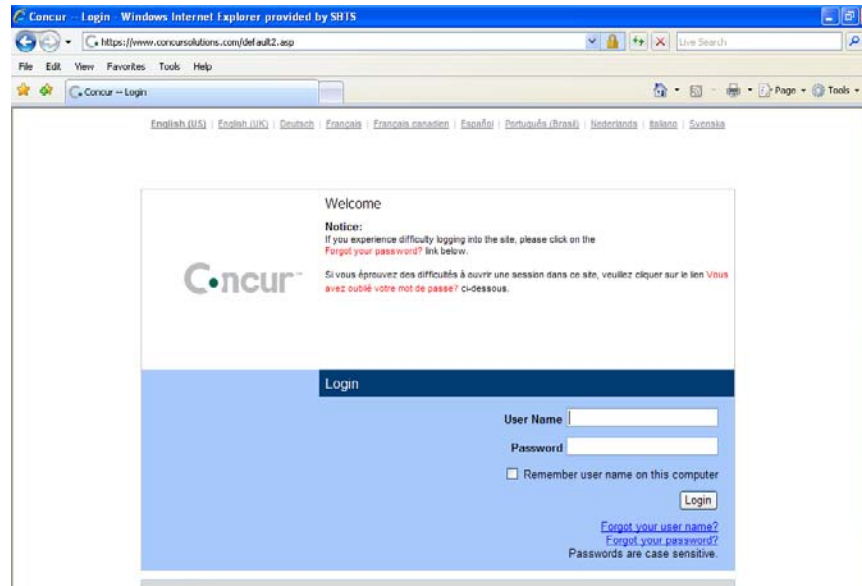


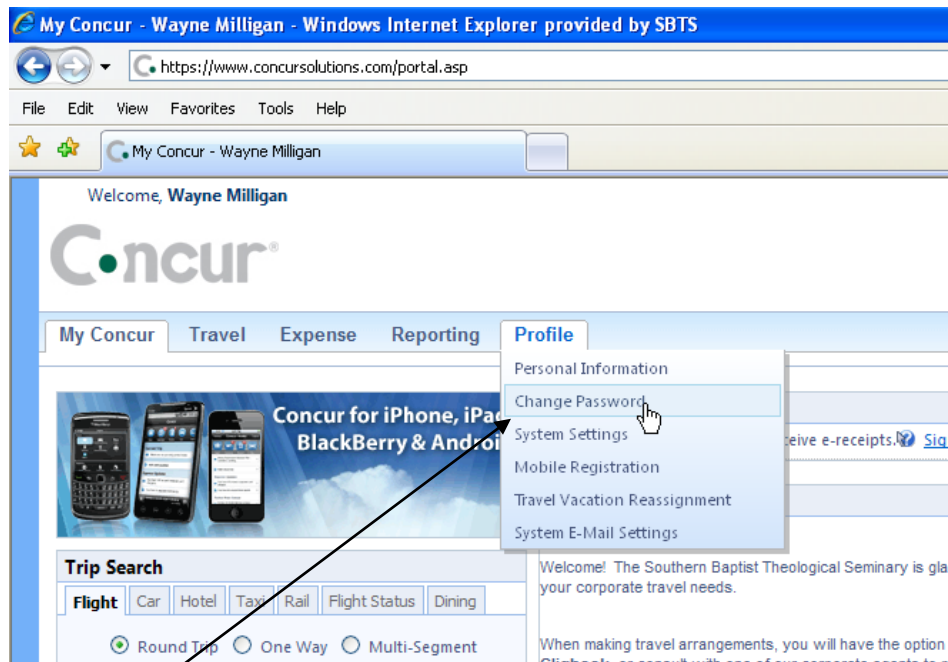
How to Change your Password

When logging in to Concur for the first time, you will use a generic password. We recommend that you change your password by following the instructions listed below.

- Login to Concur.

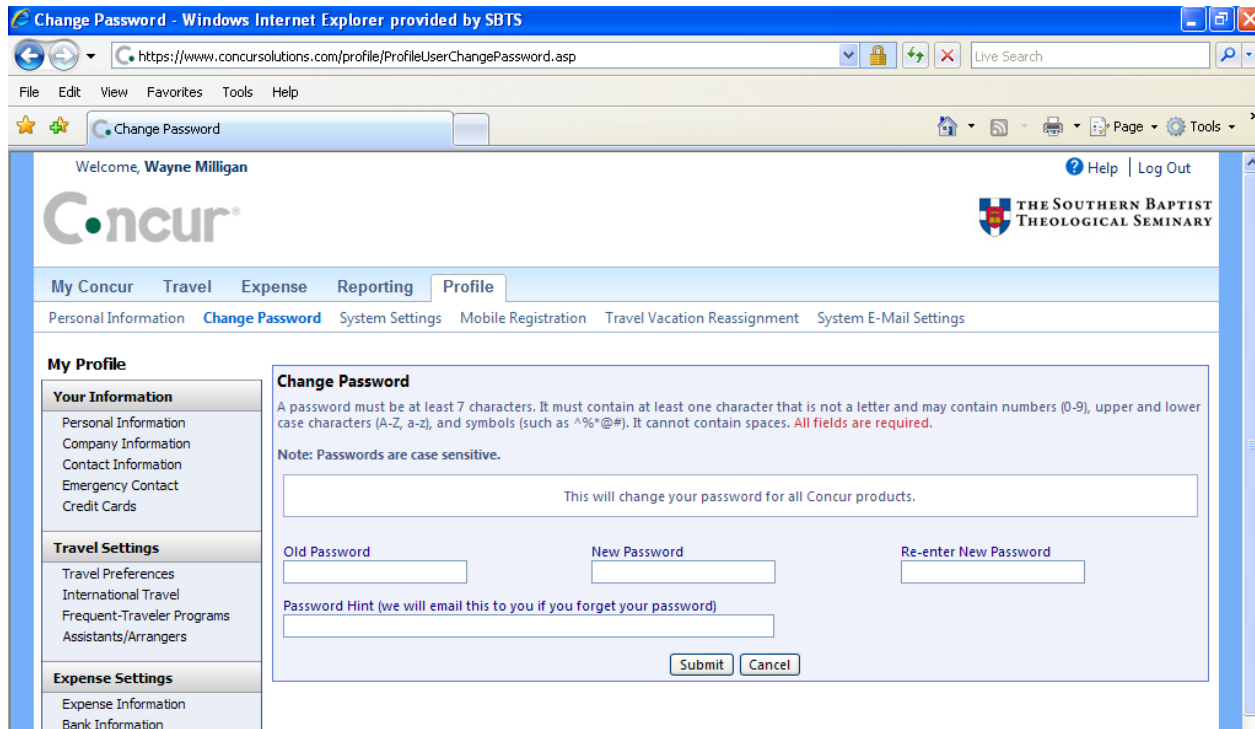


- The following screen will appear.



- Click on “Profile” and then “Change Password.”

- The following screen will appear.



- Enter your information keeping in mind that **all fields are required**. Please store your password in a secure place. If you forget your password, you can do the following:

1. Login to Concur and click on the “Forgot your password?” link and follow the instructions.



2. Contact Concur User Support Desk:
E-mail: UserSupport@concur.com

Phone # Domestic 866-793-4040
3. Contact the Supervisor of AP & Travel (ext. 4395) to reset your password.