

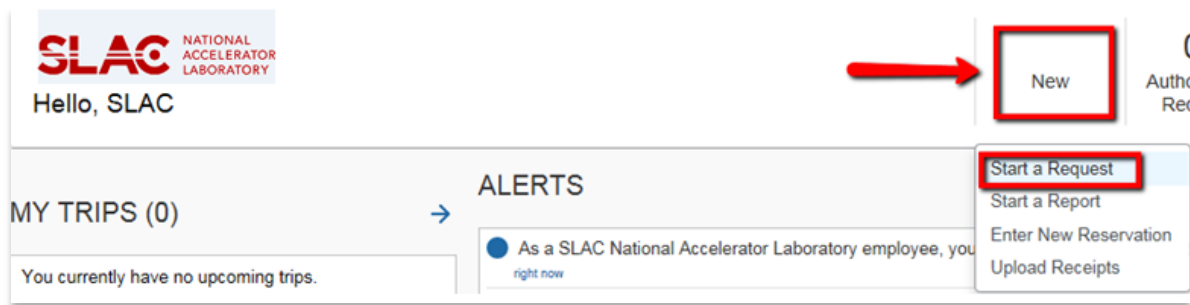
Creating a Request Overview



1. Go to <https://adfs.slac.stanford.edu/adfs/ls/idpinitiatedsignon.aspx?loginToRp=https://www.concursolutions.com>
2. Enter your SLAC User ID and Password, then **click** *Login*.



Note: After successful login, you will be directed to the Dashboard/Homepage.

3. **Select** *Start a Request* from the *+New* dropdown.



4. Fill out all required fields marked in red on the *Request Header* tab.
-  **Note:** Foreign requests have additional required information.
5. **Select** an expense category on the right and fill out all required fields. Repeat for each planned expense.
-  **Note:** Be sure to fill out the mandatory Trip Segment(s) expense even if you only have one destination.
6. Once all fields are complete, verify all information is correct.
 7. **Click** *Submit Request* for approval.