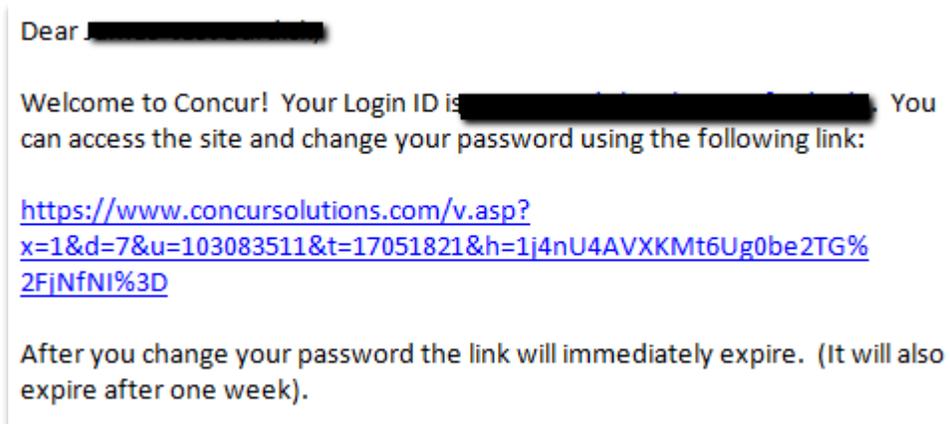


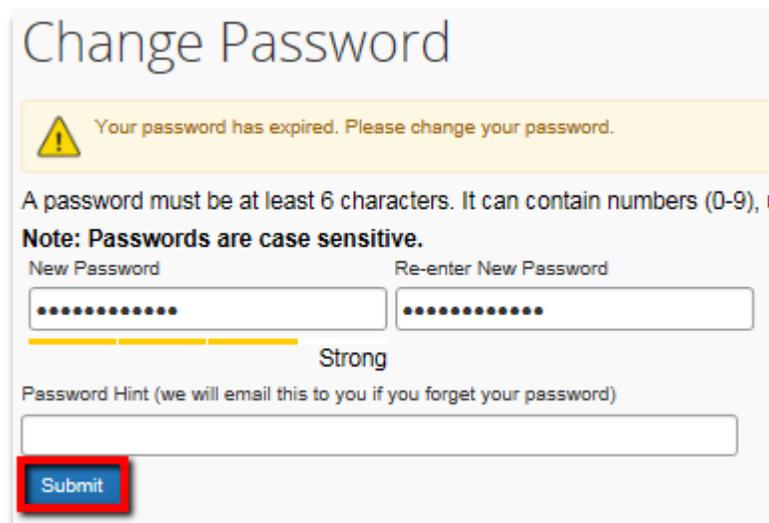
Logging in as a Sponsored Guest

1. Sponsored Guest: Once you have received the email provided by your sponsor (see a sample of the email that you should have received), **click** on the link to access your new Concur Account.



Note: If you fail to log in within 1 week of receiving the email, your link will expire. If this happens, contact your Sponsor at SLAC and let them know. They will send you back your login and a new temporary password that you can use to log in at www.concursolutions.com.

2. **Accept** the Privacy Agreement, and then create a new password.



Change Password

 Your password has expired. Please change your password.

A password must be at least 6 characters. It can contain numbers (0-9), u

Note: Passwords are case sensitive.

New Password Re-enter New Password

Strong

Password Hint (we will email this to you if you forget your password)

3. The first thing to do as a Sponsored Guest is to **add** your bank information to your account.

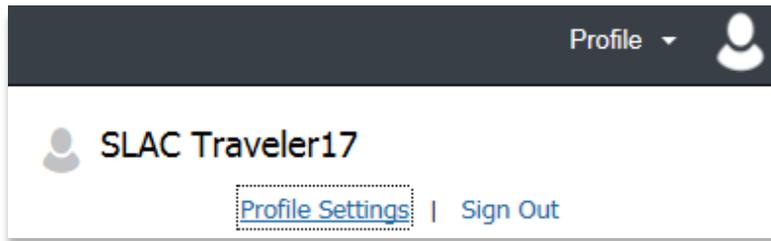
- a. Go to *Profile > Profile Settings > Bank Information*.
- b. Fill out all required information, and **click Save and Agree**.



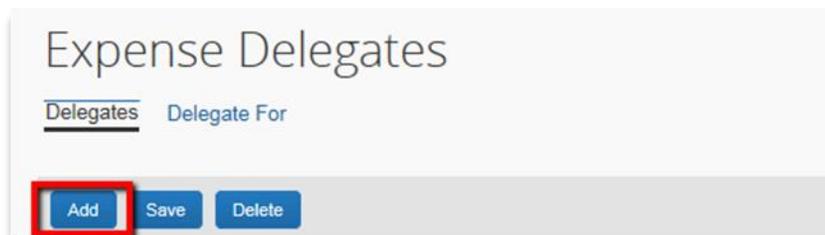
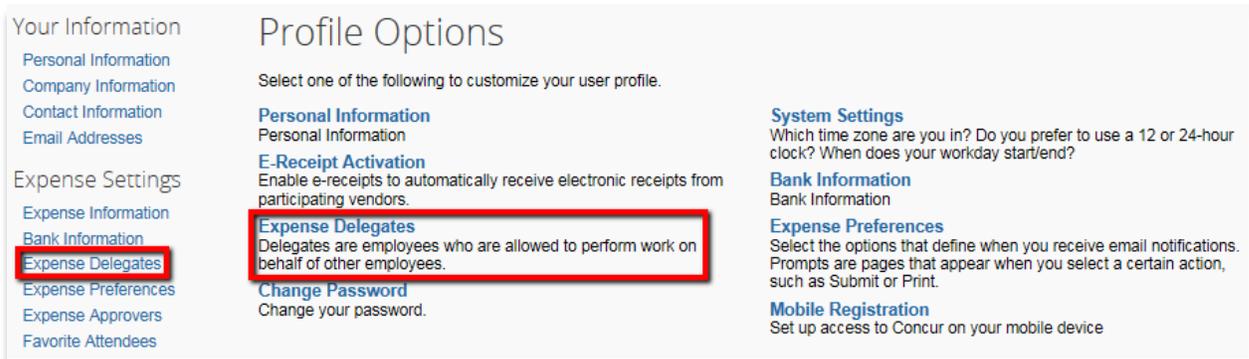
Note: You can only do this for a United States bank account. If you do not have one, you will need to contact your sponsor about [Alternative Reimbursement Methods](#).

4. Proceed to **add** your Sponsor as your delegate to allow them to prepare expense reports on your behalf.

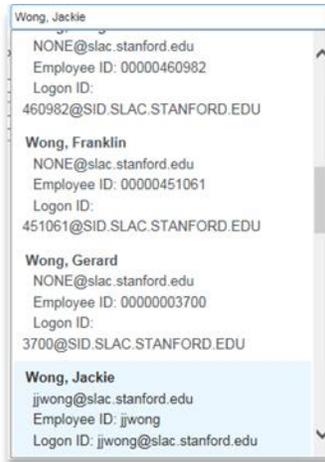
- a. From the home page go to the *Profile* dropdown and **click** on *Profile Settings*.



- b. **Click Expense Delegates**, then **click Add** to select a new delegate.



- c. Type in your delegate's or admin's name in the search bar that pops up and **select** the name.



- d. Specify which tasks the delegate can perform on your behalf by **checking** all the appropriate check boxes.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails
<input type="checkbox"/>	Paige, NonUS-SG glennap@slac.stanford.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wong, Jackie jjwong@slac.stanford.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- e. **Click Save** to complete the process.

