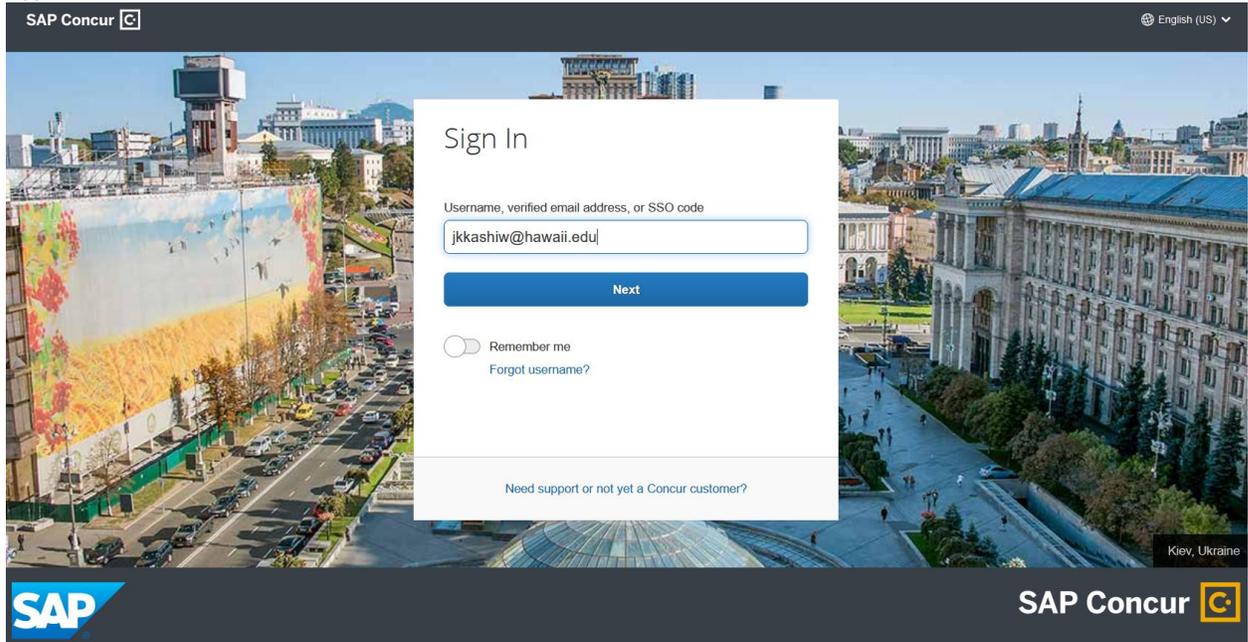
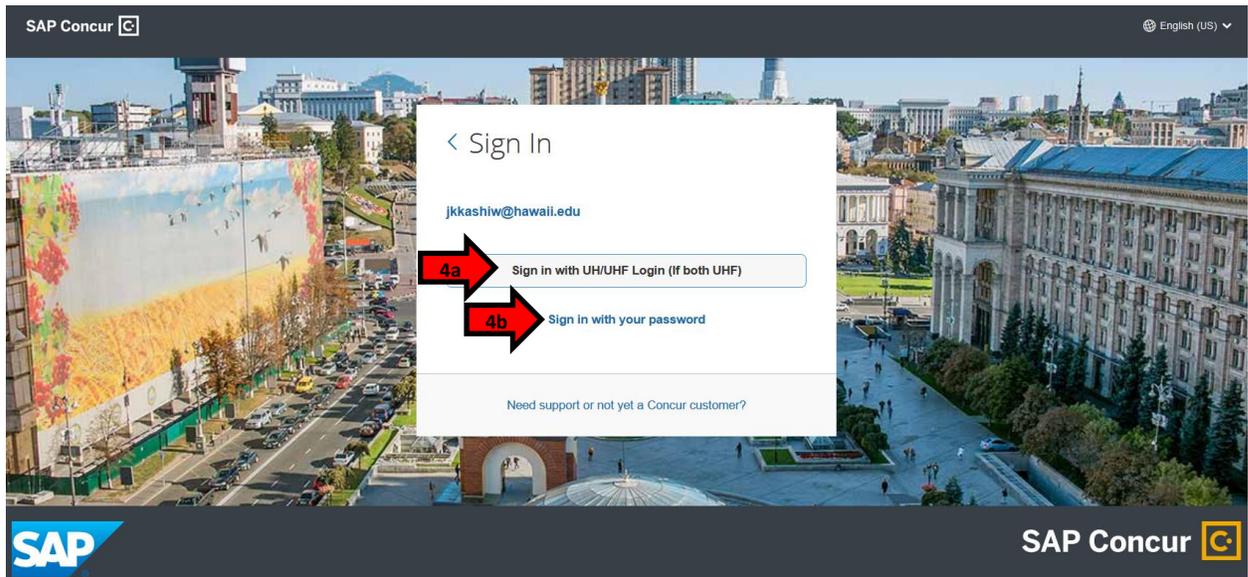


Logging in to SAP Concur

1. SAP Concur URL: <https://www.concursolutions.com/>
2. Type UH email address



3. First time users, log in using option 4b (below) to change your password
4. Select log in option
 - a. "Sign in with UH/UHF Login (If both UHF)"
 - b. "Sign in with your password"
 - i. Default password is "welcome"
 - ii. PLEASE CHANGE YOUR PASSWORD



5. To verify you are in the UH side, please look for the UH System Seal on the top left. If you see the UH Foundation seal, you will always need to login using option 4b for the UH side.

