

Concur – Initial Login Procedures

Committee for Public Counsel Services

Finance



Concur –Login Procedures

1. To log into Concur, navigate to <https://www.concur.com>, enter your agency email address and then select the “Next” button.

SAP Concur

English (US)

Sign In

Username, verified email address, or SSO code

Next

☐ Remember me

[Forgot username](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)

2. Enter your Password and then select the “Sign In” button.

SAP Concur

English (US)

< Sign In

djee@publiccounsel.net

Password

Sign In

[Forgot password](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)

If you forgot your password,
please email
travel@publiccounsel.net

New Users

If you are a new user, you will be prompted to change your Old Password and establish a New Password.

Change Password

A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. **All fields are required.**

Note: Passwords are case sensitive.

Old Password	New Password	Re-enter New Password

SubmitCancel

Fill in the required fields and select the Submit button

- You will be directed to the main page of your Profile where you can perform many tasks, such as Start an Expense Report or Upload Receipts.

SAP Concur Expense Reporting App Center Help Profile

SAP Concur

+ Start a Report

+ Upload Receipts

00 Available Expenses

00 Open Reports

COMPANY NOTES

--- FY23 REIMBURSEMENT SCHEDULE & DEADLINES ---
Deadlines for your reimbursements, as well as payment dates can be found in multiple locations:
CPCS Intranet: <https://intranet.publiccounsel.net/cfo/travel-deadlines/>
Finance Knowledgebase: <https://finance.publiccounsel.net/hc/en-us>

Read more

MY TASKS

00 Available Expenses →

You currently have no available expenses.

✓

00 Open Reports →

You currently have no open reports.

✓