

**SAP Concur** 

# PASSWORD RESET





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### CONCUR SYSTEM

- If you have logged into Concur before and have forgotten your password, you can click the “Forgot Password” button on the login screen to have it reset.

A screenshot of the Concur Sign In screen. At the top left is a back arrow and the text "< Sign In". Below this is the email address "lindsay.bryant@comptroller.alabama.gov" in blue. Underneath is the label "Password" followed by a text input field containing seven dots. Below the input field is a blue button labeled "Sign In". At the bottom left, there is a button labeled "Forgot password?" which is highlighted with a red rectangular border.

- If you have never logged into Concur and cannot remember your temporary password, contact either your travel card admin, travel liaison or agency CFO.

### US BANK SYSTEM

- If you need to reset your password in Access Online, contact Card Services for assistance.