Instructions for Concur Registration

- Self-enroll at: <u>https://www.concursolutions.com/registration/register_form.asp?regcode=lehigh3529</u>
 - Once this is complete, you will receive an email to verify your email address and another link that will only remain active for 24 hours
 - You must click on that link, set up your password and complete your profile
 - From that time forward, Lehigh employees will go to <u>www.concursolutions.com</u> and use their Lehigh email address plus whatever password they chose to make travel arrangements